

# KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

## NEIGHBOURHOOD PLAN STEERING GROUP MEETING

### Minutes of the meeting held at the Mechanics Institute, Kirkby Malzeard on 17 August 2021

Steering Group members present: Cllr Peter Saxon (Chair), Mrs Claire Walker, Mrs Anne Hancock, Cllr Chris Floyd, and Cllr Fiona Robertshaw. Mr Howard Mountain present as Secretary. One Member of the Public present.

The meeting commenced at 7.30pm.

#### **1. Welcome. Receive and Approve Apologies. Declarations of Interests.**

PS welcomed members to the meeting. Apologies were received and approved from Cllr Geoffrey Berry and Cllr Jane Aksut. There were no Declarations of Interests by Members.

#### **2. Approve minutes of meeting held on 18.05.21**

The Minutes of the Meeting held on 06.07.2021 were approved as an accurate account and were signed as such by the Chair.

#### **3. Action Points from previous meeting (where not dealt with elsewhere on Agenda)**

None.

#### **4. Project Plan**

PS provided an amended Project Plan for consideration, but requested some clarification as to the revised end date of Q1 2023 agreed at the last meeting. After further discussion it was agreed that the new date be reflected in the Plan, not only because of the delays caused by the coronavirus pandemic but also as it appears likely that the Parish Council term will be extended to May 2023 as a result of Local Government re-organisation.

**Action: PS to circulate revised Project Plan before the next meeting.**

#### **5. Public consultation**

a) Quantitative responses. Since the last meeting CW had investigated using Survey Monkey forms on which to upload the data for analysis and PS had done the same with Google Forms, which he demonstrated for SG members. It was agreed that Google Forms would perform the tasks required and these therefore will be used.

Signed.....

Date.....

PS had also identified someone local to carry out the task of uploading the data and had submitted some trial information to them using the Google Forms. It was estimated that the uploading should take 30-35 man hours and costings up to, but not exceeding the £500 budget figure, were approved. It is hoped that the uploading would be completed by mid-September to enable some analysis to be available for the next meeting. **Action: PS to proceed with uploading arrangements on the above basis and undertake basic analysis prior to the next meeting.**

b) Qualitative responses. HM confirmed collation complete in respect of Q14, 15, 17, 18, 28, 29 and 36. Principal headings had been identified in most cases although it was felt that further guidance was necessary from the Consultants in respect of how to interpret the findings of the questions relating to Local Green Spaces and Heritage assets. **Action: HM to contact Andrew Towleron.**

## 6. Stakeholder Consultation

a) Major Employers. HM confirmed that consultations had so far been carried out with the Doctors, R & J Yorkshire's Finest and with D and M Design and Fabrication. He intended to contact Wensleydale Dairy again shortly. He had contacted the School twice without response but will contact again at the beginning of next term.

Local Organisations/Groups and Landowners. As agreed at the previous SG members were to contact the following and undertake Stakeholder Consultations:

CW – KM Women's Institute, Dallowgill Women's Institute, and the Lunch Club.

PS – Youth Club.

GB – Church.

CF – Dallowgill Outdoor Centre, Dallowgill Chapel, Yorkshire Water and Dallowgill Estates.

FR - Mechanics Institute Village Hall.

JA – Pre-School.

No progress reports were available from JA or GB. FR confirmed that MIVH had been approached and CW confirmed that she had also made contact with those for which she was responsible. Until the data from the Public Consultation is known it was agreed that contact with Landowners be placed on hold.

HM confirmed that Peter Cooper and Michael Jordan had been asked to provide responses on behalf of Highside Playing Fields Association and the Chapel respectively and that Pippa Manson had been asked to comment on behalf of the 'Kirkby in Bloom' group.

Signed.....

Date.....

b). HM reported that he had discussed the involvement of the AONB with Iain Mann, the AONB Manager, and that rather than a Stakeholder Consultation being held with them, they would be asked to comment at the time of the Consultation Draft alongside HBC.

### **7. External factors which may affect the NP**

There has been no further development in respect of revisions to Government Planning legislation but the re-organisation of local government in Yorkshire had been determined with a single Unitary Authority for the whole of North Yorkshire (except York) to be implemented in 2023. One consequence of this is referred to in item 4. The SG will monitor any other impact on Neighbourhood Plans as time progresses.

### **8. Any other business**

- a) A webinar on 'How to use a NP to bring forward affordable housing including Affordable Housing for sale' is being held by Locality on 08.09.2021. AH to register and circulate notes to SG members.
- b) No other items.

### **Date of next meeting.**

The next meeting was provisionally scheduled for Tuesday 28<sup>th</sup> September.

Minutes were taken by HM in the absence of the Clerk. The meeting finished at 8.20pm.

Neighbourhood Plan Contact details: For information on the Neighbourhood Plan please contact Howard Mountain on [kmldpcc@btinternet.com](mailto:kmldpcc@btinternet.com) Tel. 01765 689390.

Agendas, Minutes and other information available under the Parish Council pages of Kirkby Malzeard Area community website: [www.kirkbymalzeardarea.org.uk](http://www.kirkbymalzeardarea.org.uk)

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Dated 24.08.2021

Signed.....

Date.....