

# KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

## NEIGHBOURHOOD PLAN STEERING GROUP MEETING

### Minutes of the meeting held in the Mechanics Institute, Kirkby Malzeard on 13<sup>th</sup> November 2023.

Steering Group members present: Claire Walker (Chair), Phil Smalley, Cllr Chris Floyd (Vice-Chair). Howard Mountain present as Secretary. No members of the public present.

The meeting commenced at 7.30pm.

#### **1. Welcome. Apologies. Declarations of Interest.**

Apologies from Marlon Johnson, Peter Saxon, Fiona Robertshaw, Cllr Richard Hughes and Cllr Geoffrey Berry. There were no Declarations of Interest by members.

#### **2. Approve Minutes of meeting held on 02.10.2023.**

The Minutes of the last meeting were approved as an accurate account and were signed as such by the Chair.

#### **3. Action points from last meeting not covered elsewhere on Agenda.**

The publication of the analysis of Community Facilities section responses on website has not yet been completed. PS to be reminded again that this needs to be carried out before the Draft Plan is published.

**ACTION: PS to add Community Facilities section responses to existing Results link and position these on the website so that they are all visible within the current Articles.**

#### **4. Discuss arrangements to publish the Draft Plan following approval (without amendment) by the Parish Council at their meeting on 30.10.2023. The following were agreed:**

a) On-Line methods: Draft Plan to be published in individual Sections on the Neighbourhood Plan pages of the community website on 01.12 2023. This will be publicised on both the Parish Council and Community Facebook pages, both initially and with reminders at regular intervals, with links to documents.

Signed..... Date.....

**ACTION: HM to publish Draft Plan on website. Jonathon Heap to publicise on PC Facebook and RH to be responsible for all Community Facebook content.**

b) Hard copy methods: Considered necessary so that those unable to access Internet can view Draft Plan. Two copies of each of the sections will be displayed in the Coffee Room at the Mechanics Institute in Kirkby Malzeard during December and January. If any person wishing to view and comment cannot access these, we will endeavour to make alternative arrangements on request.

**ACTION: CF to arrange printing. Copies to be displayed on 01.12.2023.**

c) Summary version: Draft summary was considered, and amendments agreed.

**ACTION: HM to amend and publish on website alongside main Draft Plan. CF to arrange for 12 copies to be printed and to be made available at the Mechanics Institute as part of the display. Link to summary to be included within Facebook publicity.**

d) General publicity: Agreed that in addition to publicising on Facebook, printed Notices will be displayed on the Parish Council noticeboards in Kirkby Malzeard, Laverton and Dallowgill with additional notices in the windows of Kirkby Stores, and Highside Butchers, on the Bus Stop noticeboard in Kirkby Malzeard and at Greygarth Chapel Dallowgill.

**ACTION: HM to produce Notice with these being displayed by appropriate SG members.**

Agreed also that an advertisement be placed in the December/January edition of the Fountains magazine.

**ACTION: HM to arrange before deadline of 14.11.2023.**

Consideration was given to the issuing of a flyer to all households, but it was decided that the publicity methods referred to above will be adequate. It was also felt that involving any professional marketing for this consultation would not be required with expenditure now reserved for future phase of consultation.

**5.Approve Questionnaire to accompany publication of Draft Plan.** A draft questionnaire was considered with various amendments agreed.

**ACTION: HM to amend and re-circulate.**

**a) Alternative versions (Jotform/Survey Monkey/Google) for publishing and analysing results of on-line questionnaire were considered.** It was decided that the Jotform platform would be used, utilising the subscription which Masham Parish Council currently have for the purposes of creating their Neighbourhood Plan. Masham PC will be formally thanked for their assistance

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on this matter. On-line links will be provided via the website and Facebook pages.

**b) Where residents unable to use on-line version.** Twenty hard copies will also be printed initially and made available in the Mechanics Institute with the external 'Post Box' near the side access being utilised for returns.

**ACTION: CF to arrange printing.**

**c) Time scale for return of Questionnaires.** It was agreed that the deadline for returning all questionnaires would be 31.01.2024.

**d) Open workshop for public to discuss draft Plan with Steering Group members.** An open public workshop will be held on a Saturday morning in mid-January at the Mechanics Institute.

**ACTION: HM to liaise with the Mechanics Institute committee and confirm date. Other arrangements then to be finalised with SG members.**

## **6. North Yorkshire Council Housing Strategy 2024-29.**

A Draft document has been published by NYC and consultation responses are currently being sought. The Parish Council delegated responsibility for responding to the NP Steering Group as the topic is an important part of the Neighbourhood Plan.

The SG considered the document which outlines the process by which NYC intend to approach the issue of Housing throughout the County in coming years.

A response was agreed which focused on those aspects relevant to this parish with rural housing being the most important area of concern, including the provision of affordable housing in such areas. The lack of mains services such as gas and drainage together with problems with rural broadband will be highlighted, as will the nature of the housing stock being generally older and less energy efficient as a result of its traditional design.

## **7. Any Other Business.**

None.

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

The next meeting will be held at the Mechanics Institute in Kirkby Malzeard commencing at 7.30pm on Monday 08.01.2024.

The meeting ended at 8.55pm. Minutes taken by HM.

Signed..... Date.....

**Neighbourhood Plan Contact details:** For information on the Neighbourhood Plan please contact Howard Mountain (Secretary) on [kmlldpc@btinternet.com](mailto:kmlldpc@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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Date: 20.11.2023

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