

KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

NEIGHBOURHOOD PLAN STEERING GROUP MEETING

Minutes of the meeting held in the Mechanics Institute, Kirkby Malzeard on 10th June 2024.

Steering Group members present: Claire Walker (Chair), Cllr Geoffrey Berry, Cllr Richard Hughes, Phil Smalley, Fiona Robertshaw and Marlon Johnson. 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 Peter Saxon and Cllr Chris Floyd.
No declarations of interest.

2. Election of Chair and Vice-Chair.

Mrs Claire Walker was re-elected as Chair. Cllr Chris Floyd was re-elected as Vice-Chair.

3. Approve Minutes of meeting held 04.03.2024.

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

4. Action points from last meeting not covered elsewhere on Agenda.

a) Parish Action 2 Additional Allotment/Community Garden Provision in Kirkby Malzeard.

Following the last meeting HM had held email discussions with the Parish Council Chair (to which other Cllrs and SG members were copied in) about the wording of this section of the Draft Plan. Contrary to the initial understanding of the wishes of the PC at their February meeting it was apparent from these discussions that the PC still wished that the site to the rear of Manor Court be shown as the sole preferred site. The Draft Plan was therefore amended back again to reflect this so that formal approval by the Council could be provided on that basis at their meeting on 25.03.2024, which it duly did.

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

- b) Andrew Towlerton had advised that the High Walk verges can be added to the Local Green Spaces list. HM confirmed that the Draft Plan had been amended to reflect this.
- c) Andrew Towlerton had also indicated that he will prepare the Basic Conditions Statement following the Reg 14 Consultation so that it can accompany the Submission of the Plan to the LPA.
- d) HM confirmed that Joe Varga (LPA) had provided some advice on the layout and assistance with the Consultees list when they met on 07.05.2024. The layout changes had subsequently been reflected within the Draft Plan.
- e) Joe Varga had also indicated that the SEA/HRA screening will be carried out by the LPA whilst the Reg 14 Consultation process is taking place.

5. Consider necessary actions to be undertaken prior to the commencement of the Regulation 14 Consultation.

- a) It was confirmed that the Parish Council had given approval on 20.05.2024 to the final pdf version of the Draft Plan (06/24) to be used for the Reg 14 Pre-Submission consultation. (There had been some minor revisions to the layout and design since the previously approved version but not to the Policies etc.).
 - b) It was agreed that the responses received during the informal consultation with local residents in December/January, together with the notes made by the Steering Group, should be published on the website. Any reference to the specific names of individuals or property information which would identify individuals will be redacted. **ACTION: HM to publish responses.**
 - c) The design of the Response form to be used, both on-line and in the written version, was discussed. **ACTION: HM to produce draft document based on that used by Pannal and Burnbridge Steering Group for their Reg 14 Consultation in 2022 and also on the Maltkin DPD Consultation undertaken by HBC. Document to be circulated for approval. HM to establish best practise on storing responses and forwarding these to the LPA to comply with GDPR.**
 - d) Alternative survey systems for on-line response were considered including JotForm, Survey Monkey and Google Forms. **ACTION: RH to obtain further advice on most effective and circulate.**
 - e and f) Printing of hard copies of Plan document and response form.
- It was agreed that a flyer would also be needed to be distributed via The Fountain. It was felt that 10 copies of the Plan itself would be adequate as these would only be loaned out if consultees did not have internet access, (subject to minimum print run number). As it was expected that most people would respond on line it was felt that 100 copies of the response form should suffice. Agreed that response forms would be available exclusively from the

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MIVH Coffee Room with banner being displayed. Small display board may also be required to explain procedure for returning written response forms etc.

ACTION: CW to ascertain how many flyers needed for all properties in the Plan Area. RH to then obtain three quotes from printers for all above. HM to liaise with MIVH about display arrangements and prepare draft Flyer for approval.

g) Finalise Consultees list. An initial list, based on suggestions by Andrew Towlerton, had been enlarged in order to produce a list which was now believed to be complete. It was agreed that it would be forwarded to the LPA in case they felt any additions were necessary. **ACTION: HM to send to LPA for approval.**

h) It was agreed that copies of the original Stakeholder Consultation responses would be sent out with the invitation to provide a Consultative response in order that any amendments could be made. Where no original response had been made the Stakeholder would now have the opportunity to provide information and views. **ACTION: HM to write directly to Stakeholders on this basis.**

i) It was agreed that a Press Release be produced and sent out to appropriate newspapers and websites. **ACTION: HM to produce draft Press Release and circulate for approval. CW and RH to arrange distribution of this and all other publicity for the Consultation e.g posters, Facebook postings etc.**

j) It was agreed that unless any unforeseen delays arose the Consultation would commence on Monday July 8th and run until Monday September 9th.

6. Finance.

a) HM confirmed that the unspent element of the 23/24 Locality grant amounting to £2370 had been returned in accordance with the terms of the grant.

b) HM confirmed that an application for a grant to cover 2024/25 amounting to £2370 had been submitted. He also confirmed that he had just received confirmation that the grant had been approved. The sum granted was actually for a higher sum of £2977 subject to the additional amount been allocated for further specified headings.

7. Any Other Business.

None.

8. Date of next meeting.

Date of next meeting to be confirmed once the Consultation was underway.

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

The meeting ended at 8.45pm. Minutes taken by HM.

Neighbourhood Plan Contact details: For information on the Neighbourhood Plan please contact Howard Mountain (Secretary) on kmldpc@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

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Date: 13.06.2024

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