

# KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

## NEIGHBOURHOOD PLAN STEERING GROUP MEETING

### Minutes of the meeting held in the Mechanics Institute, Kirkby Malzeard on 02 October 2023.

Steering Group members present: Claire Walker (Chair), Fiona Robertshaw, Phil Smalley, Cllr Chris Floyd (Vice-Chair), Cllr Geoffrey Berry and Cllr Richard Hughes. Howard Mountain present as Secretary. Two members of the public present.

The meeting commenced at 7.30pm.

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

Apologies from Marlon Johnson and Peter Saxon. There were no Declarations of Interest by members.

#### **2. Approve Minutes of meeting held on 31.07.2023.**

The Minutes of the last meeting were approved as an accurate account and were signed as such as 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 that this needs to be carried out before the Draft Plan is published.

#### **4. Review advice from Andrew Towleron (Planning Consultant) on version of Draft Plan finalised by working party on 07.08.23.**

The advice was considered, and amendments agreed where appropriate.

**ACTION: CF to provide additional wording for the Vision Statement and footnote link for hedgerow section. HM to then circulate the revised document with necessary maps and photographs and appendices added, prior to submitting it to the Parish Council for approval at their meeting on 30.10.2023.**

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

**5. Financial Matters.**

- a) It was confirmed that a grant of £3564 has been received from Locality/Groundwork for the 2023/24 financial year.
- b) Payment of £400 to Andrew Towlerton for reviewing the Draft Plan document agreed.

**ACTION: HM to forward invoice to Parish Council for approval and payment at its next meeting.**

**6. Social Housing Allocation Survey from NYC.**

This matter was deferred until the next SG meeting.

**7. Any Other Business.**

At the last meeting (Minutes - item 6) it had been agreed that consideration would be given to the creation of a Question Sheet/Consultation document to be published alongside the Draft Plan in order to obtain categorised responses to relevant issues. HM confirmed that this document will be circulated for approval prior to the next meeting.

**ACTION: HM to produce draft document for consideration at the next meeting.**

**8. Date of next meeting.**

To be confirmed once the Parish Council has considered the Draft Plan.

The meeting ended at 9.10pm. Minutes taken by HM.

**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: 05.10.2023

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