



# Steeton-with-Eastburn Parish Council



## Silsden Town Council

Rosie Sanderson, Clerk to Steeton-with-Eastburn Parish Council.  
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**Minutes of**  
**The Joint Neighbourhood Plan Working Group held on 9th September 2014 at 7.00 pm at**  
**The Community Hub, Skipton Road, Steeton, BD20 6FE**  
***Draft, subject to confirmation***

**Present :**       **Councillors:** – Atkinson, Mounsey, Mullen, Naylor, O’Dwyer , Thompson and Whitaker

**In**               **Clerk :-** Rosie Sanderson  
**attendance:**   **Kirkwells:** - Michael Wellock, Claire Parker

**14/NP36**       To note the resignation of Cllr Lambert from the neighbourhood planning working group.

**Apologies:** None

**14/NP37**       **Minutes:** The minutes of neighbourhood planning meeting held on 2<sup>nd</sup> September August 2014 were approved and signed by the chairman.

**14/NP38**       **Disclosures of Interest:** All members declared a personal, non prejudicial interest as residents of the area.

**14/NP39**       **Dispensations:** None

**14/NP40**       **Consultants:**  
**Resolved:** to agree the work programme attached to these minutes.

Michael Wellock expressed concern that the timetabling of the neighbourhood area formal designation to 2<sup>nd</sup> December may cause delays. Cllr Naylor will take this issue up with officers.

Kirkwells will start work on assessment of national policies etc.

**14/NP41**       **Public Engagement Events**

To be an information gathering stage. Presentation of Council’s ideas to the public is not a problem in the view of Kirkwells. To use some photographs if possible, and take photos of the events. It is essential to retain all information used, invitations etc.

Posters will be placed on notice boards and websites, a press release has been agreed and will be issued.

Contact details of attendees to be recorded, including interest in any sub groups etc. The draft themes and issues will be displayed on boards to prompt discussion; attendees will be invited to add items and to comment by writing on post it notes. Ideally notes should be made of what people say in conversations as well as using post it notes.

Kirkwells to be available by phone only. The clerk will attend both events and will set up from 12 noon. Councillors indicated their availability.

A good idea to tell the public what was said afterwards – via emails to those who attend, newsletter etc.

Have copy of Airedale section of core strategy available on a laptop.

It was agreed to invite Bill Caulfield to drop in for an hour and to let him have the results.

**14/NP42 Engagement with interest groups and hard to reach groups**

The clerk circulated a draft list of contact organisations. **Resolved:** to contact groups initially by email/letter, then members of the working group to visit.

Secondary school children waiting for buses could be approached.  
Use prompts and keep a record of responses, dates, times etc.

Developers to be engaged via call for sites.

**14/NP43 Communications plan**

An outline plan was circulated and noted. Contact point for Kirkwells and CBMDC to be the clerk.

**14/NP44 Finance**

A budget was circulated and noted.

**14/NP45 Next meeting: Tuesday 21<sup>st</sup> October 2014 at 7.15 pm at Steeton Hub.**

**The meeting closed at 8.30 pm**

Chairman.....

Date:

**Consultants' work programme**

<b>Activity</b>	<b>cost</b>	<b>Required?</b>
Inception meeting	£400.00	Yes
Produce and agree detailed work programme	£40.00	yes
National and Local Policy Assessment	£800.00	yes
Assessing and researching the evidence base	£400.00	yes
Establishing the Vision	£200.00	no
Identifying Issues and Options	£200.00	no
Preparing and advising on Engagement and Consultation	£800.00	partial
Strategic Environmental Assessment	£600.00	yes
First Draft Plan	£2,000.00	yes
Call for development sites	£1,500	yes
Finalise Draft Plan	£3,820.00	yes
Consultation on Draft Plan	£800.00	Partial (advice only)
Support to Prepare Consultation Statement and Basic Condition Statement	£1,500.00	yes
Revise Draft Plan and Submit to Local Planning Authority	£1,000.00	yes
Examination	£1,200.00	yes
Post examination modifications	£600.00	yes
Total cost	£15,860.00	To be confirmed if items are removed