

KIRKBURTON PARISH COUNCIL
NEIGHBOURHOOD PLANS COMMITTEE
MINUTES OF THE MEETING ON 23 NOVEMBER 2017
AT BURTON VILLAGE HALL

Present: Cllr R Franks in the Chair
 Mrs D Hardcastle, Cllrs H Abid, M Ackroyd, B Armer, P Brook, P Cunnington, K Dunn and B McGuin.
 Officer in attendance: Mrs A Royle

Resolved: To elect Cllr Dunn as Committee Chairman for the year 2017-18.	NP1	Election of Chairman
The Chairman welcomed everyone to the first meeting of the Committee and introductions were made.	NP2	Welcome & Introductions
Members considered electing co-opted members onto the Committee.	NP3	Election of Co-optees
Resolved: To elect members of the public with relevant expertise onto the Committee.		
Resolved: To elect Mrs Diane Hardcastle of Kirkheaton Future onto the Committee.		
Mrs Hardcastle signed the Declaration of Acceptance of Office and was also provided with a Register of Interest form, and copies of the Council's Standing Orders and Code of Conduct.		
Apologies were received from Cllrs S Beresford and R Burton, the reasons for which were accepted.	NP4	Apologies and Declarations of Interest
The following personal interests were declared:		
Cllr Armer as he knows people from Kirkheaton Future and Lepton Vision. Cllr Brook as she is a member of Kirkheaton Future. Cllr Cunnington as he is a member of Lepton Vision. Cllr Dunn as in his role as a Planning Officer he has made representations on the Local Plan on behalf of a prospective developer. Mrs Hardcastle as she is Vice Chairman of Kirkheaton Future. Cllr McGuin as he is a member of Lepton Vision.		
No representations were received.	NP5	Public Participation
Resolved: To hold the meeting in the public session.	NP6	Admission of the Public
Members noted the Service Level Agreement including Appendices 1 and 2 and considered the appropriate protocols to which the Committee would work.	NP7	Framework for Future Business
Recommendation: That the Committee would act as an intermediary between the village Neighbourhood Plan Steering Groups and the Council to check all documentation required to be submitted to the Planning Authority was complete and correct, and make recommendations to the Council.		
Recommendation: That the Clerk uses delegated authority to produce a press release and an article for the website encouraging other community groups to work on the production of neighbourhood plans for their villages.		
Mrs Hardcastle gave a verbal report on the current position of the Kirkheaton neighbourhood plan and outlined future priorities. A written report based on information received from the Chairman of Kirkheaton Future was distributed to members at the meeting.	NP8	Aims and Targets
Members noted the current finance statement dated 16 November 2017. The Clerk reported that professional advice had been received indicating that the Council could reclaim the VAT element on the work being undertaken for the plan.	NP9	Finance Statement

It was agreed the Clerk would liaise with the Chairman on the date of the next meeting.

NP10 Next Meeting

- Election of co-optees

NP11 Agenda Items

The meeting then closed.