

**Minutes of Kirkheaton Future Steering Group meeting held
3rd May 2017 at 19:30**

Minute	Comment	Action
Steering Group members present	Pamela Brook, Steve Booth, Diane Hardcastle, David Clarkin, Peter Roberts, Monica Dodds, Jack Dodds, & Kevin Lee.	
Apologies received	Brian Artingstall, Marie-Claire Artingstall	
Minutes of last meeting (10th April 2017)	Agreed & approved	
Chairman's Report	<p>The Chairman informed the group of the sad news of the death of Jim Finnegan and offered the groups condolences to Lesley and family.</p> <ul style="list-style-type: none"> ➤ The Chairman thanked Monica & Jack for their continued hospitality. ➤ The Chairman is to send the receipts from Elephant Kiosk to the treasurer. ➤ The Kirklees Draft Local Plan has been sent to the Secretary of State and the dates of the public consultation period will be published. It is thought to be in July 2017. ➤ Re: Glebe Land, Bankfield Lane, Kirkheaton. The Chairman has received a response from the Leeds Anglican Diocese and is to follow up this response by accepting their offer to meet to discuss further. ➤ The funding application has been forwarded to Locality. ➤ There is a change of date for the submission of the Neighbourhood Plan to Kirklees. See attached spreadsheet. 	Steve Booth

	<ul style="list-style-type: none"> ➤ The Chairman stated that the Steering Group is a representation of people in the community he intends to invite people from the Yetton Together Group to our meeting; this to ensure that we build in to the Draft Neighbourhood Plan all relevant aims objectives and visions from the Community Plan of 2012. ➤ The Chairman together with Diane will arrange times dates and venues to deliver to the community feedback from both the 'Questionnaires' and the Kirkheaton Draft Neighbourhood Plan. 	Steve Booth & Diane Hardcastle
Treasurers Report	Balance of bank account is £42:00.	
Secretary's Report	Nothing to report.	
Publicity Officers Report	<ul style="list-style-type: none"> ➤ The Publicity Officer is to contact Sue Bowyer in order to have the previous approved minutes put onto the YT website. ➤ Request that YT publicise the vandalism to footpaths and fencing (Lane Side landfill site) on their website. ➤ To ask YT to publicise on their website section 2.3 of the Draft Neighbourhood Plan (A vision for Kirkheaton). ➤ The times, dates and venue of the feedback sessions to the community to be placed on Facebook. 	<p>Diane Hardcastle</p> <p>Diane Hardcastle</p> <p>Diane Hardcastle</p> <p>Diane Hardcastle</p>
Planners Report	<ul style="list-style-type: none"> ➤ Section 2.3 of the Draft Neighbourhood Plan (version 2) was presented by the Peter and approved unanimously. ➤ Peter has spoken to a number of small developers with a view that they come to the village to view and assess small building plots to enable them to understand possibilities. 	

	<ul style="list-style-type: none"> ➤ Peter has spoken to a number of contacts regarding Independent Housing Needs Assessment Surveys and Environment Surveys. ➤ Peter has confirmed that En Trust will be happy to receive a submission for funding to go towards environment projects. 	
Environmental Issues	<ul style="list-style-type: none"> ➤ Drystone Walling Project update. All outstanding issues have been addressed please see attached. ➤ David confirmed that the Drystone Walling Project states on Saturday 6th May 2017 with nine volunteers. ➤ On Thursday 4th may 2017 four experienced volunteers will assess and clear the site. David is the Monitoring Officer. ➤ David confirmed that he had received from Cheryl Reid at Kirklees Council an email stating that the funding for the Drystone Walling Project has been processed for payment. 	
A.O.B	<ul style="list-style-type: none"> ➤ A Public Right of Way Forum is to be held in the Huddersfield Town Hall on Thursday 11th May 2017. 	
Date of next meeting	Thursday 25 th May 2017	
The meeting closed at 21:30		

Minutes taken by Pamela Brook

Dated 8th May 2017

DRY STONE WALL PROJECT-KEY OUTSTANDING ISSUES

ISSUE	DETAILS	OWNER
Legal	Under the law the beneficiaries of the grant have put upon them the health and safety of anyone working on the project.-Health and Safety at Work Act 1974.	<i>Kirklees</i>
Land Ownership	Kirklees own the wall. When are they responsible and when the dry stone project owners	<i>Kirklees inspect the wallaccept it....take responsibility</i>
Liability Issues	Grant owners are liable NOT Kirklees.	
Submission of the forms	These need doing asap if the money is to be available in time	<i>To follow YT acceptance of funds</i>
Where does the money go	Decisions about which bank account.	<i>Yetton Together</i>
Public Liability	This is covered by Kirklees Countryside Volunteers. If and ,only if, someone from KCV is in attendance	David Clarkin
Liability Insurance	We need this to get GAP registration. Natural Kirklees can help us once we are registered with them.	<i>Yetton Together to provide GAP registration</i>
Borrowing equipment	We can get this from Natural Kirklees once we are registered with them.	<i>Registration to follow</i>
Poster-Competent People.	Who are the competent people referred to in the poster	David Clarkin
Risk assessment	This needs writing	<i>Tranier-PM-KCV</i>
Method Statements	This needs writing	<i>Ditto</i>
Insurance of trainer	This needs to be established	<i>Anita Faherty</i>
Competent persons	Who are they-what credentials do they have.	<i>See attached CV's</i>
Training of volunteers in safe lifting	Injury to volunteers whilst lifting is reasonable foreseeable and we need to ensure training has been provided	<i>Anita Faherty</i>
Ensuring the site is safe	Who will be doing this.	<i>David Clarkin</i>
Provision of protective equipment.	steel toe cap boots and gloves for example	<i>DSC to advise applicants and check volunteers for clothing</i>
Monitoring the project	Who will be doing this	<i>David Clarkin</i>

Comments:-

YT are considering accepting the funds-this is not decided but as an assurance the project management issues above would have to be resolved if YT were to take this further in their debates. Natural Kirklees could provide public liability in order for KF to become GAP registered. The two grants are still with Kirklees-£450 and £1725
 The £450 is for KF surveys and consultation
 The £1725 is for dry stone wall project
 The dry stone project wall falls outside the constitution of KF

Decision

What does the committee want to do re the dry stone wall project. If decision is made to go ahead who will be doing the work required.

