

Masham Neighbourhood Plan (MNP) Steering Group

Meeting held on 12.04.2023 commencing 7pm at l'Anson's Offices.

Minutes

Present: Neil Pickard (Chairman), Richard Mawer, Flo Grainger, Mark Cunliffe-Lister, Jim Dalton and Howard Mountain (NP Co-ordinator).

Apologies: Beth Rodney and Kelly Kitching.

NP welcomed everyone to the meeting.

1. Minutes of meeting 07.03.2023 - approved without amendment.

2. Review response to Public Consultation Questionnaire. Consider any additional consultation appropriate at this stage.

As at the time of the meeting 313 questionnaires had been returned of which 166 people had used the printed version and the remaining 147 had been completed on-line. It was agreed that any decision on further consultation would be made once the analysis of responses had been undertaken. If certain groups (based on age, place of residence etc) were under represented additional targeted consultation might be needed.

3. Analysis of responses. Implement analysis to ensure the views of community are translated into Plan Policies.

It was agreed that an initial Jotform report would be created from the on-line responses to assess its suitability. If satisfactory the data from the printed versions would be added and the report updated. It was anticipated that the quantitative data would be accessible in this manner but a separate document was likely to be needed to adequately present the qualitative data (free-text comments). **ACTION: HM to create Jotform report and circulate to SG members for feedback. The responsibility for uploading quantitative data onto Jotform submissions would then be shared between SG members with HM to produce the Comments document.**

4. Stakeholder Consultation. Arrange to commence this phase of consultation.

The list of employers (with over 10 employees), service providers, local organisations and groups to be consulted was finalised. A number of these were allocated to each SG member to contact and obtain their views. Guidance

on the topics to be covered was agreed, being an expanded and adapted version of Section 3 of the public questionnaire. It was stressed that it was the view of the company/organisation as a whole which was required rather than the personal opinion of the representative being consulted. The smaller organisations would be consulted by way of a short questionnaire rather than a 'face to face' meeting. **ACTION: HM to circulate list and guidance document and produce the short questionnaire. MC-L to look into practicalities of distributing the short questionnaires at an event for local organisations planned at Swinton Park in May.**

5. Financial matters. End of grant year 2022/23 review.

Expenditure has been incurred on Planning Consultants fees/costs (£477.13), the cost of printing of questionnaires/envelopes (£840), a pull-up banner to publicise the NP (£88) and the cost of a Jotform subscription for December 2022 to March 2023 (£121.06). All figures are net of VAT. The balance of the £4,790 grant (£3263.81) is to be returned and an application made for a new grant for 2023/24 once available. **ACTION: HM to submit 'end of year report' to Groundwork/Locality and request Parish Council Clerk to arrange refund of balance.**

6. Report on Masham Futures meeting held 05.04.2023.

A brief report of the meeting was made by NP and HM who had attended. Each organisation present had provided an update on progress with their activities. From the perspective of the NP the level of responses to the public questionnaire was given and the group is to be updated on the analysis of the responses once made.

7. Any Other Business.

None

8. Dates of next meeting.

Next meeting to be held at l'Anson's offices on Wednesday 07.06.23. commencing at 7pm.

Meeting closed at 8.15pm. Minutes taken by HM. Dated 15.04.2023