

Masham Neighbourhood Plan (MNP) Steering Group

Meeting held on 07.03.2023 commencing 7pm at l'Anson's Offices.

Minutes

Present: Neil Pickard (Chairman), Richard Mawer, Beth Rodney, Kelly Kitching Flo Grainger and Howard Mountain (NP Co-ordinator).

Apologies: Susan Briggs, Jim Dalton and Mark Cunliffe-Lister.

NP welcomed everyone to the meeting.

1. Minutes of meeting 16.02.2023 - approved without amendment.

2. Printed version of Public Consultation Questionnaire.

The questionnaires and envelopes had been collected from the printers and these were allocated to SG members and Councillors for distribution to residents. The remaining copies were retained for distribution to employers and as extra copies for residents via the Community Office if requested.

Action: Distribution to take place over the coming week-end and the first part of next week. BR to make arrangements for completed questionnaires being returned to the Community Office including notice on door requesting people to put through letter box if Office closed.

3. Publicity Flyer.

The Community Office has agreed to include the information advising residents of the forthcoming questionnaire within their weekly on-line newsletter on 09.03.23. A number of hard copies are to be placed on notice boards throughout the Plan Area. **Action: BR to organise.**

4. On-line version of Public Consultation Questionnaire.

The Jotform survey document was considered using different devices and some minor adjustments were made. It was agreed that the 'classic' scroll down version would be used rather than the 'card-form' version. The form was then published and links to enable the public to access it will be made available to coincide with the distribution of the printed form. **Action: BR to organise publication of link via the Community Office and Masham Buzz Facebook pages. HM to update the Parish Council website and incorporate links.**

5. Any Other Business

a) Susan Briggs, a long-standing Steering Group member has advised the Group that she has decided to stand down due to her other commitments although she will continue to provide support and advice wherever possible. She was thanked for her input and for her offer to remain involved in an advisory capacity.

b) KK provided an updated version of the Project Plan.

6. Dates of next meeting.

Next meeting to be held at l'Anson's offices on Thursday 06.04.23.
commencing at 7pm.

Meeting closed at 8.20pm. Minutes taken by HM. Dated 08.03.2023