

Masham Neighbourhood Plan (MNP) Steering Group

Meeting held on 11th January 2023 commencing 7pm at l'Anson's Offices.

Minutes

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

Apologies: Susan Briggs, Flo Grainger, Beth Rodney.

NP welcomed everyone to the meeting.

1. Minutes of meeting 23.11.2022 - approved without amendment.

2. Report on Masham Futures meeting held 30.11.2022

a) It was confirmed that the Community Office were not now intending to carry out any public consultation at this point themselves, but they have submitted some questions to us and asked that these be included in the Public Consultation Questionnaire we are currently preparing. It was agreed that this was a satisfactory manner in which to proceed.

b) The results of a MIND survey undertaken in the area had indicated that one of the main issues for the respondents was inadequate local transport. This was noted as an item to be followed up in our public Consultation.

c) Peacock and Verity confirmed that they continued to make progress and were looking forward to a successful conclusion to their efforts shortly. It was noted that the upstairs one person units are to be covered by a local allocation policy approved by Harrogate BC Housing Dept. The wording to this was noted as it may be relevant to any further affordable housing in the area.

d) P and V representatives also asked if local employers could be asked if any apprenticeship opportunities existed during the stakeholder process.

e) It was suggested that parents of children at Masham School who live outside the Plan Area could be asked for their views on the NP through the School newsletter.

3. Review responses to 'Initial Ideas' gathering undertaken during December.

The 104 digital 'Jotform' responses received were collated and circulated with a summary also provided for consideration. No further responses had been sent to the NP email address and BR had confirmed that no hard copies had

been returned to the Community Office despite approx. 200 question sheets being distributed to shops etc in Masham. Overall, however, it was felt that the number of responses received had exceeded expectations. The most common topics will be followed up by the inclusion of relevant questions within the Public Consultation Questionnaire.

4. Consideration of version 4 of the Public Consultation questionnaire.

In the light of the 'Initial Ideas' gathering responses, a revised version of the document was considered at length and further amendments made. As SB could not attend the meeting, she will submit her comments shortly. Version 5 will then be circulated before being forwarded to the Planning Consultants for their input. The questions raised by the Community Office were included (with minor amendments) in a Supplementary Community Services section together with other questions not directly related to the Neighbourhood Plan.

Action: HM to recirculate Version 5 to SG members and await any further revisions before forwarding to the Planning Consultants. Maps for inclusion in the document to be obtained by HM from HBC or Planning Consultants.

5. Finalise arrangements for production and distribution of Public Consultation Questionnaire.

It was agreed that the questionnaire will be available digitally via Jotform with a printed copy also being distributed to each household within the Plan Area. Additional hard copies will be available on request but generally the public will be encouraged to complete the form on-line as this will simplify the analysis process.

All major employers will be issued with a number of printed copies and information on the digital link, so that employees who live outside the Plan area can provide their responses.

It is hoped that distribution can commence at the beginning of March with responses to be returned before the end of the month. Printed copies are to be handed in to the Community Office who will also be asked to include the link for the digital version in their Newsletter. It is estimated that a print run of 750-1000 will be required.

Action: HM to obtain quotations from three local printers - Beyond Digital, Imprint Services and Alverton Press – once the on-line version has been finalised.

6. Approve design of promotional banner including logo.

An example of a pull-up banner was considered and a design agreed incorporating the logo used on the recent Jotform questionnaire together with photographs and map of the Plan Area. A quotation of £76 plus Vat was accepted from Beyond Digital of Melmerby.

Action: HM to forward a PDF of the design to the printers. KK to advise on contact for Masham photos and MC-L to provide Swinton Photographs.

5. Approval of Documentation.

a) NP confirmed that the Parish Council had approved the revised Vision Statement and Constitution at the meeting held on 09.01.23.

Action: HM to publish these on the NP website pages.

b) KK reported that there had been a delay in updating the Project Plan.

Action: KK to present Project Plan to the next meeting.

8. Stakeholder Consultation

Further consideration was deferred until the Public Consultation has commenced.

9. Financial matters.

Confirmation that a monthly rolling contract with Jotform at a cost of the GBP equivalent of \$46.80 has been entered into as this will be used for the Public Consultation document.

10. Any Other Business

None.

9. Date of next meeting.

To be held at l'Anson's offices on Thursday 16.02.2023 at 7pm.

Meeting closed at 9.20pm. Minutes taken by HM. Dated 15.01.2023

