

## **Masham Neighbourhood Plan (MNP) Steering Group**

Meeting held on 16 February 2023 commencing 7pm at l'Anson's Offices.

### **Minutes**

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

**Apologies:** Susan Briggs, Kelly Kitching, Beth Rodney.

NP welcomed everyone to the meeting.

**1. Minutes of meeting 11.01.2023** - approved without amendment.

### **2. Report on Masham Futures meeting held 08.02.2023**

The meeting was attended by representatives from Masham Community Office, Peacock and Verity, St Marys Church, Town Hall and by NP and HM on behalf of Masham NP. Updates on activities were provided by each group.

MCO confirmed they had made some revisions to the questions which were to be included on their behalf within our Public Consultation Questionnaire (now reflected in version 6). Peacock and Verity indicated that they were intending to carry out a public survey themselves during February but apart from one question of a general nature about Masham, this was to focus on aspects concerning the use of their building and as such it did not appear that there would be any overlap with the topics we were to be covering.

Both the Town Hall and the Church indicated that they might also wish to carry out some consultation shortly and they were therefore given the opportunity to contact us prior to tonight's meeting if they wished any questions to be included on their behalf in our document. (Note: none received)

### **3. Report on meeting with Kathryn Jukes, Directions Planning Consultants held 06.02.2023.**

Meeting attended by NP and HM in Harrogate. The meeting dealt solely with a discussion about Public Consultation Questionnaire version 5 as amended at our previous NP meeting. Various suggestions were made by the Consultant with those agreed now reflected in version 6.

#### **4. Consideration of version 6 of the Public Consultation questionnaire.**

The document was reviewed in detail and finalised.

#### **5. Arrangements for production and delivery.**

Estimates were considered for printing from Alverton Press, Imprint Services and Beyond Digital, with the latter being selected as the least expensive at a total cost of £824 for 1000 questionnaires and envelopes.

It was noted that the Parish Councillors representing Swinton with Warthermarske, Burton on Yore and High/Low Ellington had offered to distribute the questionnaire in those areas. SG members will be responsible for distribution in Masham with areas to be allocated at the next meeting.

It was agreed that the on-line version of the questionnaire will be available via a link on the NP website and through the MCO digital newsletter, both of which would be advertised via the Community Facebook page Masham Buzz. It was also agreed that publicity and link would be sent out to those on their email lists by the School and the Church, as well as by the MCO local email list.

Consideration was given to the production of a printed flyer in advance of the questionnaire being distributed but it was agreed that for practical reasons this will only be published on line via the Masham Community Office.

**Action: HM to submit document to printers and request a finish date of March 2<sup>nd</sup>. HM to create on-line Jotform document so that this can be available to coincide with distribution of printed copies.**

#### **6. KK to present up to date Project Plan for approval.**

Deferred to next meeting as KK not present.

#### **7. Any Other Business**

None.

#### **8. Dates of next meetings.**

Next meeting to be held at l'Anson's offices on Thursday 02.03.2023 at 7pm to finalise distribution arrangements. Further meeting at the same venue scheduled for 05.04.23.

Meeting closed at 8.30pm. Minutes taken by HM. Dated 22.02.2023