

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

Meeting held on 23<sup>rd</sup> November 2022 commencing 7pm at I'Anson's Offices.

### **Minutes**

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

**Apologies:** None

NP welcomed everyone to the meeting, in particular Beth Rodney who has recently become a Steering Group member.

**1. Minutes of meeting 26.10.2022** - approved without amendment.

### **2. Review scope and range of MNP.**

a) The Masham Futures meeting scheduled for 08.11.2022 has been postponed and re-arranged for 30.11.22. Gaynor Pearson, a Trustee of the Masham Community Office, had however advised that for the time being MCO were not intending to undertake the public consultation previously envisaged as they were instead concentrating on other aspects of fund raising. She provided some questions on Community Services for the SG to consider when finalising our public consultation questionnaire.

b) A further discussion about the scope and range of the NP was held. Whilst some 'non-planning' issues will be raised during the consultation process and, where appropriate, covered within the NP under Parish Actions, the NP would by definition concentrate on matters that could be addressed by Planning policies. It was felt however, that there is scope for a wider 'aspirational' review of the future of Masham and surrounding area, and this could be something for the Masham Futures group (which includes amongst others the MCO, NP SG members and the Parish Council) to work towards alongside the NP.

**Action: Masham Futures meeting to be attended by NP, SB and HM. Report to be provided to next SG meeting.**

### **3. Consider arrangements for public meeting to gather 'Initial Ideas' and formally re-launch MNP following Covid pandemic delay.**

The advantages and disadvantages of various forms of public meeting were considered. These included a Saturday 'coffee morning' meeting at the Town Hall, the use of a stall on market days or having a presence at events held by others such as the Church, Xmas fairs etc.

Whilst such methods of public consultation were not ruled out in the future, it was felt that in order to make progress and reach as many different groups within the community as possible, a short leaflet would be circulated both on-line and as a hard copy requesting views from the public. This would publicise the NP and obtain 'Initial Ideas' by asking what people liked about Masham (matters to protect and conserve) and what needs improving (areas where new policies could be directed).

The leaflet is to be produced as soon as possible and circulated in the weeks prior to Xmas, both as a hard copy through the MCO, shops etc and on-line via Facebook. Local organisations will also be asked to forward the leaflet to members via their e-mail lists.

**Action: JW to produce draft wording for circulation to SG members for revision and approval. SB to design and work with KK and BR to publish online version. RM to arrange printing of hard copy. HM to collate responses and report back to next meeting.**

### **4. Consider publicity/promotional material.**

It was agreed that a banner publicising the NP would be useful when public meetings are held. The use of existing Masham logos would initially be investigated before any NP specific logo was considered.

**Action: HM to obtain quotes for banner.**

### **5. Consider revised documentation.**

a) Constitution. A revised Constitution was approved by the SG subject to clarification on the following Action Point.

**Action: NP to verify the Parish Council's requirement under its Financial Regulations for the minimum level at which PC approval is required for items of expenditure together with the number of quotations needed. Wording to**

**be amended prior to obtaining the approval of the Council at its next meeting.**

b) Vision Statement. A revised Vision Statement was approved by the SG.

**Action: HM to forward to the Planning Consultants for any input prior to it being approved by the Parish Council at their next meeting.**

c) Project Plan. The document has now been updated and transferred to an Excel Sheet by KK.

**Action: KK to regularly maintain and circulate the document during the NP process.**

d) Version 3 of Public Consultation questionnaire. It was agreed to create a further version incorporating the questions provided by MCO. This will also reflect new topics raised by the responses during the 'Initial Ideas' gathering.

It is envisaged that one hard copy of the questionnaire will be delivered to each household and for the document also to be available on-line. Local employees will also be provided with hard copies via their employer or given on-line links. This is provisionally scheduled to commence in February with analysis of responses undertaken prior to the end of March.

**Action: HM to produce version 4 for the next meeting.**

## **6. Grant application 2022-23**

FG confirmed that the grant money of £4,790 from Locality has now been transferred into the Parish Council bank account.

## **7. Stakeholder Consultation**

a) The draft list of Stakeholders was considered and amended. SG members will hold face-to-face meetings with the major employers (NP to visit Jameson's and Black Sheep, MC-L to respond on behalf of Swinton Estate and RM to be responsible for l'Anson's and Theakston's). Arrangements for other individual Stakeholder consultations to be confirmed. It was agreed that the process would not commence until the Public Consultation was underway. The core question list will be re-circulated and reviewed.

**Action: RM to update Stakeholder list. HM to re-circulate question sheet. All SG members to consider the question sheet for review at the next meeting.**

b) Method of consultation with groups or individuals not covered under Public or Stakeholder consultation deferred until future meetings.

**8. Any other business.**

None.

**9. Date of next meeting.**

To be held at l'Anson's offices on Wednesday 11.01.2023 at 7pm.

Meeting closed at 8.40pm. Minutes taken by HM. Dated 28.11.2022.