



Neighbourhood Plan Working Group

Draft Minutes of Second Meeting, 30th April 2026

Present:

Phil Goodier (PG) Group Chair
David Gluck (DG) Consultant
Dean Culshaw (DC) BMPC Chair
Rupert Scales (RS) BMPC Councillor
James Hobson (JH) Resident

There were no absentees.

Observing

Richard Houseman Resident

Minutes of the last meeting, 30th March 2026

These were accepted as a correct record.

Matters arising and Action Review

#	Action	Who	When	Status
1.1	Prepare agenda paper for the Parish Council meeting requesting approval of the decision points discussed at the meeting.	PG	April 16 th	Complete. The PC noted the minutes from 30 th March and approved the Sub-Groups proposal, the decision to go out to tender for a drainage study and the Vision / Objectives document.
1.2	Future meetings to be held in a public venue (village hall) and agenda to be published on website in advance. Public attendance is welcome.	PG / Steve Oliver		Complete
1.3	Approach [REDACTED] about leading the Communications Sub-Group	PG	March 25 th	Unfortunately, [REDACTED] is not able to fulfil this role. Group leader still required.
1.4	Provide a communications update to the Village on the NP at the Village Meeting on May 28 th	All	May 28 th	In hand – see minutes
1.5	Provide a list of consultants to approach about a Flood Risk and Sewerage Capacity Assessment	JH	April 10 th	COMPLETE

1.6	Draft a Request for Quotation / Project Scope for the above work	PG	April 17 th	COMPLETE
1.7	Approve 1.5 / 1.6 and go out to tender	Parish Council	April 23 rd	COMPLETE
1.8	Provide a blueprint / visual representation for our journey to complete the NP	DG	April 17 th	In progress – carried forward
1.9	Use the Parish Council Website as our primary communications channel, supported by Facebook	Steve Oliver	In hand	COMPLETE
1.10	Invite James Campbell to meet us and to the Parish Meeting	Sue Reid	April 23 rd	Carried forward
1.11	Team members to draft a “Vision 2040 for Bishop Monkton” statement and send individually (no cc!) to DG who will draft a consolidate version for consideration by the PC.	All DG	April 14 th April 17 th	COMPLETE
1.12	A paper communications route will be set up for the digitally excluded	PG / Comms Lead	TBC	Carried forward

Process to Populate the Sub-Groups

- This is a critical-path task.
- PG has updated the database of volunteers and contacted them with an update – some have replied indicating areas of interest and expertise.
- We need to appoint leaders of the sub-groups. These should all be in place before the volunteers meeting on 20th June. The following was decided:
 - Communications: Canvas opinion at the Parish Meeting on May 28th
 - Housing Provision and Affordability: James Hobson (agreed). James to see if Paul Heap would be interested in joining the team.
 - Heritage & Local Character: Rupert Scales (agreed)
 - Flooding & Utilities Capacity: PG to approach Chris Edmondson
 - Transport and Access: PG to approach Jane Fowler
 - Environment, Landscape & Water: PG to approach Paul Collinson to lead. John Smith and Mike Bird are logical members.
 - Community Facilities & Local Economy: PG to approach Jane Fowler (either but not both of this group or Transport) and [REDACTED]
- A further call for volunteers will be made via a leaflet drop and at the Parish Meeting (28th May)
- A Volunteers Meeting will be held in the Village Hall (now booked) on Saturday June 20th – DG will introduce the NP and do some training for Groups using pre-prepared briefing documents. Group objectives will be agreed. The idea of this meeting is to fit volunteers to Groups.

- DG will draft a flyer to be used to advertise the Parish Meeting and Volunteers Meeting – and ask “digitally excluded” residents to identify themselves. Leaflet drop required.

Other Discussion Points of Note & Recommendations

- The Clerk has notified NYC of our intention to prepare a NP and (informally) we are aware that James Campbell has been appointed to support us as a Council Planner. Nobody has heard from NYC or James – the Clerk needs to chase this. PG needs to send him the Vision and Objectives.
 - We discussed a 3rd party transport capacity study – this should be considered as a priority by the Transport and Access sub-group.
 - The Clerk needs to notify other stakeholders of the decision to produce a NP.
 - The new NPPF is due from central government – summer? It is likely to impact NP provisions / direction.
-
- **Our next meeting will be Wednesday 10th June in the Village Hall at 7pm**

Actions

#	Action	Who	When	Status
March 2026 meeting				
1.3	Approach Colin Philpott about leading the Identify a leader for the Communications Sub-Group	PG	20 th June	New action 2.2
1.4	Provide a communications update to the Village on the NP at the Village Meeting on May 28 th	All	May 28 th	In hand
1.8	Provide a blueprint / visual representation for our journey to complete the NP	DG	April 17 th	In progress – carried forward
1.10	Invite James Campbell to meet us and to the Parish Meeting	Sue Reid	April 23 rd	Carried forward
1.12	A paper communications route will be set up for the digitally excluded	PG / Comms Lead	TBC	Carried forward
April 30th 2026 Meeting				
2.1	Draft a NP update for the Parish Meeting on 28 th May	PG / DG	21 st May	
2.2	Identify a Comms lead	All	Before 20 th June	
2.3	Speak to Paul Collinson about leading Environment, Landscape & Water Sub Group	PG	2 nd May	In hand – speaking this weekend
2.4	Speak to Jane Fowler about leading either Transport and access or Community Facilities Sub Group	PG	2 nd May	In hand – speaking this weekend
2.5	Speak to Chris Edmondson about leading Flooding & Utilities Capacity Sub Group	PG	5 th May	
2.6	Speak to Greg MacDonald about a Sub Group leader position (subject to 2.4)	PG	8 th May	
2.7	Contact details needed for Mike Bird, Seamus ?	All	8 th May	
2.8	Ask Paul Heap about volunteering on housing SG	JH	8 th May	
2.9	Prepare briefs for Sub Groups before 20 th June	DG	15 th June	
2.10	Notify other stakeholders of the decision to produce a NP	Clerk	15 th May	

Agreed Sub-Groups (Updated since the meeting to reflect progress made)

	Name	Focus Area
	Working (Steering) Group Phil Goodier	• Project steering / management • Coordination and Prioritisation • Budget Management
1.	Communications Jane Fowler	• Resident Communications & Engagement • Resident Surveys
2.	Housing Provision & Affordability James Hobson	• What housing development will we tolerate? • What types of housing do we want to see built? • How much of the required NYC growth need can we accommodate and why? • Affordability • Infill / edge of settlement development • Protecting the Village shape, structure and boundaries
3.	Heritage & Local Character Rupert Scales	• Listed buildings • Conservation Area • Building design and appearance • Non-designated Heritage Assets • Farmsteads, barns, historic plot patterns
4.	Flooding and Utilities Capacity Chris Edmondson	• Flood risk / mitigation • Sewerage and drainage capacity • Overtopping into the River Ure • Broadband
5.	Transport and access Vacant	• Roads, traffic, capacity • Transport – public and private • Walking and cycling • Public rights of way / footpaths • Safety
6.	Environment, Landscape & Water Paul Collinson	• Parks • Agriculture • Natural Environment / biodiversity / buffer • Village Beck • Views
7.	Community Facilities & Local Economy Vacant	• Schools • Tourism • Shops • Pub • Village Hall • Churches

P Goodier

1st May 2026.