



Neighbourhood Plan Working Group

Draft Minutes of Fifth Meeting, 30th September 2026

Present:

Phil Goodier (PG)	Group Chair
David Gluck (DG)	Consultant (by Teams)
Dean Culshaw (DC)	BMPC Chair
Rupert Scales (RS)	BMPC Councillor / Heritage & Local Character sub-group lead
James Hobson (JH)	Housing Provision and Affordability sub-group lead
Jane Fowler (JF)	Communications sub-group lead
Rod Hepple-Willson (RHW)	Transport and access sub-group lead
Chris Edmondson (CE)	Flooding & Utilities Capacity sub-group lead
Richard Houseman (RH)	Community Facilities sub-group lead

1. Apologies

Paul Collinson (PC)	Green Spaces sub-group lead
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2. Minutes of the last meeting, 4th August 2026

JF's changes had been incorporated in advance of the meeting. The minutes were accepted as a correct record.

3. Matters arising and Action Review

Actions

#	Action	Who	When	Status
Previous Meetings				
2.10	Notify other stakeholders of the decision to produce a NP	Clerk	15 th May	Complete & Replies on the server
3.4	Meet village organisations (e.g. WI, Coffee Mornings, Churches) to talk about NHP	JF / PG	Ongoing	Target is to do this early in 2027 when we have data / plans to share. JF / team to work together to identify who goes to which group.
3.6	Set up OneDrive account	PG	30 th June	Partially complete – PG to move to PC domain
4.1	Sub-groups to feedback their “as is” conclusion data in our Oct / Nov / Dec meetings	Leaders	Dec 2026	Agreed – see “Next meetings” section of these minutes.
4.2	Send out budget pro-forma (PG) and complete (All) – to discuss at our next meeting. Need to identify and address any 2026/7 funding shortfalls.	All	End-August	Spreadsheet completed & shared with PC clerk. Major uncertainty is scope and timing of Adept study.

4.3	Look at purchase of 4 noticeboards for NDP updates – both churches, pub, Village Hall (permission needed from all!)	JF	End-Sept	Complete except for pub – PG to resolve.
4.4	Prepare first village survey to address Housing Provision & Affordability – plus some questions on Utilities / Infrastructure. Check survey with our data expert. Make available in paper and online format.	JF / CE / JH	End August	All complete – survey will conclude on 4 th October.
4.5	Distribute / collect surveys	JF / Team	Sept (3 weeks)	Complete
4.6	PO Required for Adept	Clerk	August 10 th	Complete - issued
4.7	Drainage / Utilities Group to approach c.10 stakeholders for info / opinions	CE	September 15 th	Complete – see CE's report.
4.8	Joint meeting needed between Flooding / Utilities & Green Spaces groups to discuss the beck	CE / PC	End-Sept	Carried forward
4.9	Purchase traffic monitoring equipment (Amazon)	RHW / Clerk	Immediately	Complete
4.10	Village communications for traffic monitoring starts	RHW / JF	August	Complete
4.11	Identify Highways Consultant to give opinion on our traffic counting proposal	DG / RHW	August	DG will approach NYCC with our implementation plan (PG to share). RHW has approached consultants at Deloitte and PwC who believe our approach is admissible.

4. Project Management Update

The updated project plan will be updated shortly (DG).

5. Finance

The latest forecast was shared with the Parish Council recently and accepted. The major uncertainty in 2026/27 expenditure is the timing and scope of the Adept study. Major expenditure on traffic cameras, noticeboards and printing is now mainly behind us. Latest budget / forecast is below:



The precept “premium” will be needed again for FY2027/8.

6. Implications of the new NPPF

A discussion on the published NPPF took place. Rachael Balmer at NYC has sent the following to DG – not particularly helpful, and it doesn’t seem like we are going to get clear guidance from NYC in the near future:

Regarding that guidance for emerging neighbourhood plans, it is not something we have been able to prioritise, and I don’t see that changing for the next few months. We would like to prepare a brief note for awareness, but I think that is about it right now.

It is a particularly busy time for the team as a whole, we have the 8 neighbourhood plans we have got at Reg 16 through the current NPPF and progressing onto their examinations. There is the implications of the NPPF for the local plan, and over the last month working on process for the embedding of minerals and waste into local plan, we are also gearing up to our own Scoping Consultation and Spatial Digital Portrait which will be in October, and the commissioning of key evidence (such as the Green Belt Review) and SEA scoping, and these have to take priority for us right now.

Also, we have not yet been able to fully digest the implications of the NPPF for NPs, both as LPA and for the Qualifying Bodies (i.e. town and parish councils) because we have not yet had the updated planning practice guidance, and until we do, we don’t want to pre-empt that and give advice or positions which then result in confusion.

However, we cannot stop plans from proceeding to Regulation 14. Should they do so, we will be responding based on our position at that point in time, and caveating our responses accordingly. It is therefore perhaps advisable if those plans seeking to progress to Reg 14, did undertake a short pause on doing the consultation.

We are looking to prepare a short awareness note which brings to the attention of all QBs before or approaching their Reg 14 consultation of the new NPPF and its policies, and the fact there is a need to look at both the plan-making policies and the decision making policies, and the changes which have occurred. This is coupled with those relatively new basic conditions.

It does seem clear that our NDP will have to take a view on site allocation / preferred sites. Many more sites have been put forward in our Parish in the final call for sites – we have the NYC assessment methodology, but it will be some time before we here the outcome of this (“Autumn”?). The NPPF and NYC are currently unclear on the baseline we will use for setting / meeting a housing need – we discussed this and agreed the following:

- In the absence of further guidance, we will use the last Harrogate plan as our baseline

- This should mean that the Avant development will be classed as counting towards the housing need
- Our housing needs survey will drive our approach here too
- Community consultation will be essential in any process to recommend preferred sites – this is a major change for our NDP if it is necessary and for now we should assume it will be

The Housing Provision & Affordability Group have produced the following document which is a useful start to the discussion on baselines:



Bishop Monkton -
Housing Growth in Cc

7. Parish Council Approvals / Communications process / link to TOR

No approvals were requested at the September Parish Council – although a number of new / revised policies and procedures relating to GDPR, privacy and data collection were approved, to enable the traffic monitoring project to proceed.

We were reminded that although delegated authority to the Clerk exists for financial matters, PC approval is still required for decisions relating to the NDP. As an example, the Clerk could purchase the cameras via delegated authorities but could not start the traffic monitoring itself without PC approval.

8. Sub-Groups Update:

- a) Comms JF
- Noticeboards are in place in both Churches. The Village Hall noticeboard is in hand (PG) – a solution is also required for the Masons Arms noticeboard (PG)
 - A monthly summary will be written for the Parish Magazine (JF) – with each month focusing on a sub-group's activity
 - The survey has been distributed – 396 flyers and 57 hard copy surveys were distributed. 115 responses by 4th October.
 - MS Forms has worked well – there are some limitations, but it is free of charge!
 - The next big survey will be for feedback on our Reg 14 recommendations
 - PG to draft / circulate a summary of the Housing Needs Survey

b) Housing provision & affordability JH

- See comments on survey & NPPF above
- The next phase of the work will be to look at design guidelines
- Work is ongoing to look at what design / other features makes the village unique



National_Planning_P
olicy_Framework Aug

c) Heritage & local character RS

The team is probably one person short.

Two key questions to answer in next phase of work:

- i. What makes the village distinct / special
- ii. What defines the character of the Parish

d) Flooding & utilities capacity CE

The progress report is here:



Drainage and
Utilities Sub Group U1

YW seem keen to cooperate with us / Adept – but are slow in releasing data.

- CSE submitted / emailed 9 FOI/EIR and General Information requests on 23/09/26:
 - FOI and/or EIR
 - Environment Agency (Flood Risk & Environmental Planning)
 - Yorkshire Water (via WhatDoTheyKnow website)
 - Swale & Ure Drainage Board (via website)
 - Northern Powergrid (Community Connections Manager)
 - North Yorkshire Council (Digital Infrastructure Team)
 - Dept for Digital, Culture, Media and Sport (Shared Rural Network)
 - EIR
 - Northern Gas Networks (Stakeholder Engagement Team)
 - General Information Request
 - Quickline Communications (Infrastructure Planning Team)
 - Openreach (Developer Portal)
- Confirmation of receipt of request from 6 of 9
 - No response from Powergrid, Gas or Swale & Ure Drainage board
- Data gathering of historical flooding and sewerage discharges complete

e) Transport & access

RHW

Two meetings have taken place since the last SG meeting. Minutes below:



T&A Sub Group

Minutes -17082026.p



T&A Sub Group

Minutes -29092026.p

The traffic cameras have been purchased, and the monitoring is ready to start. A discussion took place on GDPR / compliance / PC approval – and it was agreed the monitoring could start although the most representative data will be gathered when Knaresborough Road is open.

The team are going to implement a “near miss” road hazard reporting system. RHW to define the approach (this will require PC approval). JF to work up the comms based on RHW’s draft.

f) Environment, Landscape & Water

PC

(PC report by email): Next week the team will be sending to DG a draft of their planning document, we are then meeting with him on 10th October to get his feedback. No doubt there will be further work required which we will action ASAP.

g) Community facilities

RH

The current focus is on interviewing community groups to understand their view on present / future facilities.

PG to circulate the 2025 Village Hall survey.

9. AOB

None

10. Date of next meetings

Date (All 7pm)	Focus Areas (“Setting the Baseline” / Plan)	Note
3 rd November (Methodist Church)	Housing Needs & Affordability Environment, Landscape & Water	Not a full business meeting – just to discuss the 2 topics
25 th November (Village Hall)	Transport & Access Community Facilities	
7 th January (Village Hall)	Flooding & utilities capacity Heritage & local character	

(Action list on next page)

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30th September Meeting				
5.1	Circulate an updated Project Plan	DG	10 th October	
5.2	Speak to Rachael Bulmer at NYC to see if our preferred approach on housing baseline (HBC plan without Avant) is correct	DG	End-October	
5.3	Inform PG of any new financial expenditure needs	All	Ongoing	
5.4	Request that the PC keeps the precept “premium” for the NDP in place for FY 2027/8	PG	October PC meeting	Important to include in PC budget.
5.5	Monthly article in the Parish Magazine	JF	Ongoing	Focus on one sub-group each month
5.6	Circulate a summary of the Housing Needs Survey for review	PG	6 th October	Team to then work on an a summary for communications
5.7	Begin traffic monitoring – proof of concept initially. Important	RHW	October	

	to be up and running fully when Knaresborough Road opens			
5.8	Implement road “hazard / near miss” reporting / data collection	RHW	Late October / November	Note – will require PC approval
5.9	Communications of the above	JF		To follow plan definition / draft comms from RHW.
5.10	Environment, Landscape & Water team to meet DG to review / refine the plan.	PC / DG	10 th October	
5.11	Circulate community survey results for the Village Hall	PG	4 th October	Complete

P Goodier
10th October 2026