

## Great Massingham Neighbourhood Development Plan

### 2<sup>nd</sup> Meeting NDP Steering Group

7.30 pm Tuesday 2<sup>nd</sup> November

Great Massingham Village Hall (bar area)

### MINUTES

**Attending:** Gary alexander, Lynne Armitage, Tim Baldwin, Clare Carroll, Caroline Christmas, Jon Cole (who left the Meeting after Item 5) , Peter James, Mike Jackson (Chair), Phil Ward.

#### 1. Welcoming remarks

The Chair welcome everyone to this second Steering Group meeting which largely comprised items postponed from last month's meeting. In the interim, the Pre-steering Group continued. Its activities included keeping the village informed of progress, completing a grant application for funding, negotiating with the Parish Council over 'Terms and Conditions' and drafting a questionnaire for a survey of residents' views.

Five groups relevant to the NDP were identified: (i) Steering Group; (ii) A 14-strong Support Group whose members are prepared to take-on non-strategic tasks; (iii) a growing e-mail list of 38 who wish to be kept in touch with progress; (iii) the Parish Council which is ultimately responsible for the NDP and (iv) the remaining residents whose interest level is unknown at present. Keeping each group well-informed about the NDP is and will remain an important component of the NDP process.

#### 2. Apologies for absence

Apologies were received from Geoff Randall, Kim Frazer, Maria West, Denys Winner and the Clerk to the Parish Council Sarah Harvey. Karen Wadham had previously stood down from the Steering Group for personal reasons.

#### 3. Approval of Minutes of meeting held on 4<sup>th</sup> October 2021

Draft Minutes sent out by e-mail were approved without change and will be sent to the Parish Council and archived on the NDP DropBox by Jon Cole.

#### 4. Matters arising from the Minutes

The Chair raised two points of information

Since the last meeting (i) 'Terms and Conditions' setting-out how we work with the Parish Council have been agreed and signed; (ii) our application to the 'Locality' organisation for £3,323 to cover initial expenses was successful with payment into the Parish Council bank account expected soon. In the application, money has been earmarked for setting up a web site, paying a consultant for 5 days work, the costs of producing a questionnaire and for the hire of the Village Hall for public meetings and associated catering costs.

#### 5. Personal introductions

Gary Alexander, Lynne Armitage, Tim Baldwin, Clare Carroll, Caroline Christmas, Jon Cole, Mike Jackson, Peter James and Phil Ward introduced themselves by saying a little about themselves and why they wish to be involved in preparing the NDP.

## **6. Election of Administrative sub-committee**

Peter James chaired this item

*Proposals for and election of Chair:* Mike Jackson stood unopposed and supported by Jon Cole. There being no other candidates Mike Jackson was unanimously appointed Chair.

*Proposals for and election of Vice-chair:* Jon Cole was proposed by Mike Jackson and seconded by Peter James. There being no other candidates Jon Cole was unanimously appointed Vice-chair.

*Proposals for and election of Project Manager:* Gary Alexander was proposed by Lynn Armitage and seconded by Tim Baldwin. There being no other candidates Gary Alexander was unanimously appointed Project Manager.

## **7. Proposals for and appointment of key support positions**

*Minute taker:* The Clerk to the Parish Council offered to do this with the Council paying for her time and travel costs. This offer was gratefully accepted.

*Website manager:* Gill Davies of West Heath Barn (a member of the Support Group) agreed to take this on and the meeting agreed to her being asked to confirm becoming Website Manager.

*Facebook manager*

Caroline Christmas indicated her willingness to consider being Facebook Manager and will meet with the Chair soon to discuss how best to proceed.

## **8. Preparing an initial Questionnaire/Survey for the parish**

A lengthy discussion was held over the suitability of a draft survey asking residents to indicate issues they wish to be included in the NDP. This was seen as preceding more focussed questionnaires at later dates. The questions in the survey were based on advice from the planning consultant Rachel Hogger to keep to a small number of open questions. There was general agreement with this approach and a working group comprising Gary Alexander, Lynne Armitage (lead person), Clare Carroll and Mike Jackson will take things further with a view to sending out the survey early in the New Year.

## **9. Any other Business**

Lynne Armitage asked whether members of the village can attend Steering Group meetings. The recently agreed 'Terms and Conditions' state this is allowed but without voting rights or automatic speaking rights. Lynne was also concerned to involve younger people. It was made clear that membership of the Steering Group was not closed and applications to join, including from young people, were welcome.

## **10. Date of next meeting:**

It was agreed to start the meetings at 7 pm in future. The following dates were agreed subject to Phil Ward confirming the Village Hall bar has not been booked previously: Monday 6<sup>th</sup> December 2021, Tuesday 4<sup>th</sup> January 2022, Monday 7<sup>th</sup> February 2022, Monday 7<sup>th</sup> March 2022, Monday 4<sup>th</sup> April 2022.

The Meeting closed at 10.35 pm.