

GREAT MASSINGHAM NEIGHBOURHOOD DEVELOPMENT PLAN

(SECOND) DRAFT Minutes of the Pre-Steering Group - Meeting held: 7.7.21
at: Long Barn, Kennels Farm

Present: Mike Jackson (MJ), Peter James (PJ), Jon Cole (JC), Kim Frazer (KF)

Apologies: David Speake (DS)

	Action	When:
<p>1. Welcome and apologies</p> <ul style="list-style-type: none"> DS sent his apologies MJ to contact DS to confirm his decision to join the SG (Steering Group) 	MJ	ASAP
<p>2. Approval of Minutes – via e mail to the PSG (Pre Steering Group) and a copy sent to PC clerk.</p>		
<p>3. Matters arising</p> <ul style="list-style-type: none"> PSG e mail address is <u>not</u> gmndplan100@yahoo.acom it is gmndplan@yahoo.com user name: michael jackson Borough Council has agreed the NDP proposal 		
<p>4. Update from June PC meeting</p> <ul style="list-style-type: none"> Moving forward, the PSG need to plan their meetings 8 days before each PC meeting, to enable items to be put forward onto PC agenda The PSG expects a list of potential SG members to be submitted for agreement by the PC at the next meeting on 12.7.21 PC agreed in principle, that a consultant could be hired to assist with the NDP process 	All	As approp.
<p>5. Information and Privacy Notice</p> <ul style="list-style-type: none"> On-going register of interest list to be held by MJ and used for regular updates MJ to e mail or hand deliver the “Privacy Notice” document to all on the “long e mail list” in the name of the PSG 	MJ MJ	From 7.7.21 ASAP
<p>6. Keeping residents updated</p> <ul style="list-style-type: none"> It was agreed that residents will be kept updated of NDP developments when there is something to be updated. Therefore, no monthly feature in Mallard if not appropriate. An NDP Social Media and website presence, to be a future agenda item once the full Steering group (SG) is established JC to gain clarification from his Castle Acre NDP contact re: NDP links with Borough Council or Parish Council websites 	SG JC	TBD By 30.7.21

<p>7. Membership of SG and Support Groups</p> <ul style="list-style-type: none"> MJ to e mail PC clerk a revised “Invitation to the SG” list which features names only and to seek PC view on inviting the Borough Councillor, Jim Moriarty to join the SG 	MJ	ASAP
<p>8. Terms of Reference (TOR) for the SG</p> <ul style="list-style-type: none"> MJ’s working draft was previously sent to the PSG Additional points for inclusion and suggested amendments were discussed and agreed. MJ to e mail revised draft to the PSG with the view to finalize TOR at the next meeting and present to the PC for their August meeting Potential “Information Evening” for the newly formed SG to be a future agenda item. It was agreed that observers would be welcome at SG meetings as is the custom at Parish Council meetings 	MJ	By 30.7.21
<p>9. A.O.B.</p> <ul style="list-style-type: none"> MJ will e mail Alan Gomm for clarification re: implications of BC’s review of the Local Plans for Gt. Massingham ,if this is not explained at the July meeting of the PC MJ will add Jim Moriarty to the proposed SG list, subject to the PC’s agreement TBD further: venue, timing and costs of future SG meetings Grant Application Questionnaire from Locality (already in DropBox) - MJ asked that members of the PSG familiarize themselves with this document – future agenda item 	MJ	By 30.7.21
	MJ	12.7.21
	ALL	30.s7.21
<p>10. Date of next meeting: 30.7.21 2pm at Long Barn, Kennels Farm</p>		