

GREAT MASSINGHAM NEIGHBOURHOOD DEVELOPMENT PLAN

**(FIRST) DRAFT Minutes of the Pre-Steering Group - Meeting held: 2 pm, 30.7.21
at: Long Barn, Kennels Farm**

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

Apologies: None

	Action	When:
<p>1. Welcome</p> <ul style="list-style-type: none"> The Chairman welcomed all to the meeting. 		
<p>2. Approval of Minutes</p> <ul style="list-style-type: none"> Minutes of meeting held on 7th July 2021 were approved by all. A copy is to be sent to the P.C. Clerk. 	KF	Done
<p>3. Matters arising</p> <ul style="list-style-type: none"> The complete details for the NDP Yahoo account are: address: - gmndplan@yahoo.com . User name: Michael Jackson. Password: Massingham200 David Speake has agreed to be a part of the Support Group & offers his technical skills in assistance. Update from June PC meeting: The need for Steering Group Meetings in the Village Hall to be at least 8 days before Parish Council meetings was stated by the Clerk. This was discussed with the Chairman of the Village Hall Trustees, Phil Ward. He suggested we use the bar area on either Monday or Tuesday evenings when it is normally closed. Advantages are (i) no need to put out seats etc., (ii) heating costs would be minimal, (iii) there would be no cost to us or the Parish Council, (iii) we could probably use the projector for PowerPoint presentations. Jonathan Cole will liaise with Debbie Lambert over access to the bar. (Peter James may already have partial access – tbc.) Dates for Parish Council meetings are October 11th November 8th, December – No Meeting. The 2021 meetings of the Steering Group could therefore be scheduled two weeks before each Parish Council meeting i.e., for Monday 27th September, Monday 1st November and possibly Monday 6th December. Phil Ward has agreed to join the Steering Group and would be responsible for opening the bar area each time. Information and Privacy Notice The Chairman reported that he had found e-mail addresses for everyone on the long supporters list and sent out the agreed Consent Form. Most have returned these and the replies are stored in the NDP Yahoo mail in the folder 'Privacy Statements'. Recalcitrant supporters will be chased in the near future. Keeping residents updated Jon reported on his attempt to understand how Castle Acre used the 	JC	Asap
	MJ	Asap

<p>Borough Council’s web site in conjunction with its own to update residents and post key documents.</p> <ul style="list-style-type: none"> • A Great Massingham Neighbourhood Development Plan Website (GMNDP) will be devised with links to both the Great Massingham & Parish Council websites. Expertise for this to be sourced from members of the Steering Group in the near future. We will also need a social media person to post material <p>4. Borough Council’s Local Plan review</p> <ul style="list-style-type: none"> • Item requested by Jon. A consultation period has just started for the Borough Council’s Local Plan review document. The link is Local Plan Review (2016 to 2036) Local Plan Review (2016 to 2036) Borough Council of King's Lynn & West Norfolk (west-norfolk.gov.uk). The proposed housing allocation is shown on https://west-norfolk-consult.objective.co.uk/kse/event/36371/section/s1625822757809#s1625822757809 <p>A minimum of 12 new homes is required over the next 5 years or to 2036 (not clear from the documentation). Our intention to prepare an NDP is mentioned.</p>	<p>MJ</p>	<p>As approp.</p>
<p>5. Terms of Reference for the Steering Group</p> <ul style="list-style-type: none"> • These have gone through three revisions and everyone has commented favourably on the last revision. Final further changes include: (i) a line to say: “Any changes to the Terms of Reference will require Parish Council approval.” (ii) The frequency of meetings replaced from ‘monthly’ to ‘at least quarterly’. The final version was approved by the group and MJ will send to the clerk of the PC for the PC’s comments and possible approval at their July meeting • MJ will make enquiries to identify possible candidates from the volunteers on the Steering Group for the roles of Project Manager and Minute Taker. MJ is prepared to stand for election as Chair and JC as Vice chair. 	<p>MJ MJ</p>	<p>Asap Asap</p>
<p>6. Membership of the Steering Group and Support group</p> <ul style="list-style-type: none"> • At its meeting on 12th July the Parish Council agreed to our proposed lists of those who would be invited to join the Steering Group and the Support Group. The Chairman has approached the candidates. All on the Steering Group list agreed with the exception of Mick Wingell and Borough and County/Borough Councillor Jim Moriarty. If all on the Pre-steering Group wish to be part of the full Steering Group there will be 14 members. All on the Support Group agreed making 12 in total. Dave Speake has agreed to be on the Support Group. Dave Morell has not been asked yet. <p>7. Other relevant decisions at the July PC meeting</p> <ul style="list-style-type: none"> • No further information to report. 		

8. The “Locality” Questionnaire

- The ‘Locality’ Questionnaire was discussed at length. It was decided not to proceed with this application due to time constraints (the scheme finished in March 2021) and its relevance at the current stage, to the project.

9. First Steering Group (SG) Meeting

- The need for us to prepare a beginners’ guide to NDPs followed by a foundation plan to which the Group can relate and use to structure the first public meeting (i.e. likely steps and time line for their completion) was discussed. Points raised included: breadth of coverage of the NDP. The Pre-steering Group should propose some issues to be covered and find out what skills there are in the full Steering Group.
- An early decision should be to send out a questionnaire of open-ended and more specific questions that would then lead to a first public meeting. Some open questions might be: (i) What do you like about Great Massingham? (ii) What don’t you like about Great Massingham? (iii) What three things would you most like to see change?
- Possible sequence of events:
Identifying Issues via (i) Questionnaire (ii) Create local profile of other available evidence (e.g., Census info, existing planning context e.g., Local Plan and supporting docs (iii) Develop draft NDP (iv) pre-submission consultation with the whole village PC and then Borough Council.
- One requirement is for the NDP to explain what processes it has gone through to obtain local views, harness village representation and assemble evidence. The Chairman tabled a draft account of what has happened so far and plans to continue to plot events in this way.
- At the next meeting of the Pre Steering Group, the format of the first full Steering Group meeting will be the major agenda item.
- Provisional dates for the first Steering Group meetings are: 27th Sept, 1st Nov. and Dec 6th 2021 at 19:30 hrs in the Village Hall bar area.
- It is hoped that Alex Gomm from King’s Lynn Borough Council will present at the first meeting of the SG, to give all members an initial guidance briefing.

MJ

On going

10. Any other business

- Nothing to report

**11. Date of next meeting: 24.8.21 10.00am at Long Barn Kennels Farm
2.9.21 2.00pm at Long Barn Kennels Farm**