

Great Massingham Neighbourhood Development Plan

Pre-steering Group Committee Special Meeting concerning
the 'First Meeting of the Full Steering Group'

2 pm, 24th August 2021 Long Barn, Kennels Farm

SECOND DRAFT OF MINUTES

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 30th July 2021 were approved by all. A copy is to be sent to the P.C. Clerk. 	KF	Done
<p>3. Funding and outside consultant</p> <ul style="list-style-type: none"> After pursuing costs of a potential GM NDP website, it became clear that we do need to access "Locality funding" and with that in place, access a consultant to support the group in the process. MJ has approached consultant, Rachel Hogger, requesting a quotation for likely costs for the 6 months to the end of March 2022. ACTION: MJ will check with the PC clerk to see if we need to acquire three quotes ACTION: MJ has completed the "Locality" questionnaire, in draft form, in readiness for the Pre Steering Group to read and offer comments/amendments, with a view to presenting a completed version to the PC for comment and approval at their September meeting. Some leading issues regarding development need addressing here – consider these as urgent for our next meeting on Thursday 2 September. MJ also tabled an example of Steering Group Minutes from Gayton showing something of the issues and processes involved in preparing the evidence base for the NDP. 	MJ	Asap
	ALL	Asap
<p>4. Items for Agenda of first Meeting of the Steering Group (7.30 pm Monday 4th October)</p> <p>1. Welcome – from chair, MJ</p>		

<p>2. Apologies for Absence. Karen Wadham,</p> <p>3. What is a Neighbourhood Development Plan?</p> <ul style="list-style-type: none"> This item to include a brief update of actions to date, undertaken by the Pre Steering Group <p>4. “In the light of experience”</p> <ul style="list-style-type: none"> Comments and suggestions from Charles Duffy and Susanne Jarratt of the Gayton NDP ACTION: MJ will liaise re: timings and equipment required <p>5. Election of Administrative sub-committee Proposals for Chair: Mike Jackson Proposals for Vice-chair: Jon Cole Proposals for Treasurer: ?? Proposals for Secretary: Peter James (will stand if no one else volunteers) Proposals for Project Manager: Gary Alexander (MJ to ask (Nominations for the various posts will be welcomed; those listed so far are only suggestions)</p> <p>6. Key support roles</p> <p>(i) Minute taker – key post</p> <p>(ii) Website content manager - Gill Davies (has offered to take this on)</p> <p>(iii) Social media manager - Caroline Christmas (MJ will ask) (Nominations for the various posts will be welcomed; those listed so far are only suggestions)</p> <p>7. Next steps – first considerations</p> <p>(i) Setting up a web site</p> <p>(ii) Community engagement – Questionnaire and meeting</p> <p>(iii) Creating a vision for the future with objectives. E.g.1. Housing 2. The built environment 3. Natural environment 4. Facilities and services 5. Business development 6. Footpaths and roads 7. Sustainable development</p> <p>(iv) Creating a portrait of the village/parish and character assessment Desktop research, including: Analysis of historic and recent mapping; Review of existing evidence, identification of designated Heritage Assets; A detailed survey of the village and landscape, including photographic and written</p>	<p>MJ</p> <p>MJ</p>	<p>4.10.21</p> <p>Asap</p>
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<p>records of key characteristics and features. Peter James has offered to be responsible for this section)</p> <p>8. Any other Business</p> <p>9. Date of next meeting: November 1st 2021 Parish council meets a week later (8th Nov).</p> <p>(NOTE: Kim Frazer agreed to take the Minutes of the first steering group meeting)</p> <p>5. Terms of Reference for the Steering Group</p> <ul style="list-style-type: none"> • ACTION: JC will chase up Sarah, clerk to the PC re: her amendments to this document <p>6. Date of next meeting of the Pre Steering Group: 2.9.21 2.00pm Long Barn Kennels Farm</p>	<p>JC</p>	<p>Asap</p>
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