

# Great Massingham Neighbourhood Development Plan

Final Pre-steering Group Committee Meeting

2 pm, Thursday 30<sup>th</sup> September 2021

Long Barn, Kennels Farm

## Minutes

### Attendance

Mike Jackson (Chair) Peter James and Jon Cole. Apologies for absence were received from Kim Fraser

### 1. Welcome

PJ agreed to take the Minutes and the Chair agreed to write them up and distribute them.

### 2. Approval of Minutes of meeting held on Thursday 2<sup>nd</sup> September 2021.

The Minutes had been circulated by e-mail, approved and sent to the Clerk to the Parish Council in advance of the last Parish Council meeting. John Cole confirmed these had also been deposited in the NDP Dropbox page.

### 3. Matters arising from the Minutes not dealt with below

JC was reminded to send out a link to YouTube showing what the 'Parish Online' map making program is capable of.

MJ has not yet approached the Borough Council (Alan Gomm) to explain how our NDP documentation is delivered on the KLWNBC web site. Other questions to be asked will include: what other general guidance is available from the Borough Council regarding NDPs, how we find out about housing statistics such as how many second homes we have in Great Massingham and the size distribution of the housing stock. Clarification will also be sought concerning the impact our Conservation Area has on Borough Council policy and how this should influence our NDP. The preferred contact person at BCKLWN will also be requested.

MJ has now received a quote from Lighthouse Design and Marketing for a 10-page web site. The cost would be £542.34 incl. VAT. An earlier quote from Brian Brooker was for £602.

### 4. 'Locality' funding expression of interest form and questionnaire

Following approval of the content by the Parish Council on 21<sup>st</sup> September an 'Expression of Interest Form' was submitted to 'Locality' on 23<sup>rd</sup> September and accepted. The full application for a grant of £3,322 was then submitted (26<sup>th</sup> September) and satisfactory receipt acknowledged by 'phone.

### 5. Terms of Reference for the Steering Group

It was agreed that, in their present form, the revised ToRs were overly restrictive in places. The Chair would send suggested changes to the Clerk.

## **6. Web sites and social media**

(i) MJ has now received a quote from Lighthouse Design and Marketing in King's Lynn. A 10-page site would be £542.34. An earlier quote from Brian Brooker was for £602.

(ii) MJ sought help from Louise Panrucker (a resident of Laziate) to set-up our own Facebook page with a view to it being managed on a day-to-day basis by someone from the Steering Group. But the new page has proved problematic. Parish councillor Mark Eldridge is being consulted about how best to progress. It was agreed that the Facebook page should be for announcements only and closed to comments from followers. Instead, contact details would be provided.

## **7. First Steering Group Meeting 4<sup>th</sup> October**

Charles Muff past Chair of the Gayton NDP (not Duffy as in the last Minutes) has confirmed his attendance and willingness to speak. He will not bring Susanne Jarratt who wrote their plan because Susanne is unwell.

Apologies for absence have been received from Karen Wadham and Phil Ward. In Phil Ward's absence, PJ agreed to check with Debbie Lambert to open the bar by 6.30 pm and to contact Denny Winner to be sure he brings a lap top running PowerPoint and also a compatible projector and also to check with Debbie about using Phil Ward's projector currently kept at the bar. A screen is also wanted unless space on the wall can be found. PJ will also ask about Debbie's son helping set things up using the bar's own digital screen.

A draft Agenda was sent out to Steering Group members on 23 September along with a PDF of the Sedgeford NDP, a request to be prepared to introduce themselves to the rest of the Group, and an invitation for volunteers to stand for Chair, Vice-chair, Project Manager and to be Minute-taker and Facebook manager.

JC agreed to set-up and man a desk at the entrance to the bar area with a signing-in sheet, hand sanitiser and to make sure Charles Muff is made welcome and settled-in as soon as he arrives.

The following draft Agenda was approved as the final agenda

### ***Draft Agenda for the inaugural Steering Group Meeting***

#### **1. Welcome**

##### ***Part I – Background information***

#### **2. Neighbourhood Development Plans – the basics**

#### **3. Progress to date**

#### **4. "In the light of experience" - Comments and suggestions from Charles Muff of the Gayton & Gayton Thorpe NDP.**

##### ***Part II – Steering Group Business***

#### **5. Apologies for absence and personal introductions**

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

*Proposals for and election of Chair:*

*Proposals for and election of Vice-chair:*

*Proposals for and election of Project Manager:*

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

*Minute taker*

*Website content manager*

*Social media manager*

**8. Items to be considered at the next meeting**

**(i) Community engagement** – *Questionnaire and public meeting*

**(ii) Creating a portrait of the village/parish and character assessment**

**9. Any other Business**

**10. Date of next meeting:** *Propose Monday 1<sup>st</sup> November 2021*

**8. Any other Business**

There was no other business and the last Pre-steering Group meeting finished at 4.30 pm.