

# Great Massingham Neighbourhood Development Plan

## Extra Pre-steering Group Committee Meeting

2 pm, Monday 18<sup>th</sup> October 2021

Long Barn, Kennels Farm

### MINUTES

#### **Members attending;**

Michael Jackson (Chair.), Kim Frazer, Peter James and guest Gary Alexander (member of the Steering Group)

Apologies received from Jonathan Cole. Kim Frazer apologised for having to leave the meeting at 3 pm. However, points raised in discussion in which she was involved are included in Item 11. PJ agreed to take notes and MJ would write them up.

#### **1. Welcome**

The Chair welcomed all to the meeting. He also explained that this 'Extra-Pre-steering Group' meeting was deemed necessary in the absence of an elected Administrative sub-committee due to postponement of the business section of the Steering Group's first meeting on 4<sup>th</sup> October 2021 because of a shortage of time.

#### **2. Approval of Minutes of meeting held on Thursday 30<sup>th</sup> September 2021**

These had been approved by e-mail and a copy sent to the Parish Clerk. Jon will be sent a copy for depositing on Drop Box (MJ).

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

(i) MJ wrote to Alan Gomm (Planning Policy Manager, BCKLWN) on 2<sup>nd</sup> October with several questions including the impact the Great Massingham Conservation Area should have on the NDP and on BCKLWN planning policy. The letter had been circulated and approved before-hand. There has been no reply.

#### **4. First meeting of the Steering Group 4<sup>th</sup> October 2021**

The meeting of 4<sup>th</sup> October was considered a success with much valuable information, suggestions and ideas being received. Notable points of advice included the value of hiring a Consultant and the importance of repeated consultations with residents. It was noted that Gayton omitted "Development" from their title as they thought that this simply implied just more housing. After discussion, it was decided that although our title would stand. Introductions or explanations of the Great Massingham NDP will emphasise that it covers a much wider range of topics than just housing. The importance of keeping well-organised records of all that is done was emphasised. The meeting ran until 22:10, so much of the second part of the meeting (mostly involving elections) of was postponed until the second meeting of the Steering Group.

It was agreed that, in future, we will provide individual bottles of water for those attending Steering Group meetings.

Draft Minutes based on notes of MJ, KF and PJ have been circulated to the Steering Group. If no other comments or corrections are received, the Minutes of the 4<sup>th</sup> October meeting will be sent out by MJ within seven days.

#### **5. Gary Alexander - introduction**

The chairman introduced Gary Alexander. Gary is a retired Planning Officer with 41 years of experience with local authority planning departments from England, Wales & Scotland. He has specialised in preparing planning documents, but not NDP's. He gave a brief introduction to the history of planning countrywide. Gary is prepared to stand as Project Manager at the second meeting of the Steering Group. The importance of establishing policies and intentions of Norfolk County Council regarding school closures and

other organisations such as the surgery and local businesses was emphasised. Gary outlined the politics that lay behind the 2011 Planning Act that brought-in NDPs and emphasised that NDPs have real significance in national planning legislation and carry sufficient legal weight to make them effective and worthwhile. Gary confirmed that if it became an NDP policy to encourage more affordable homes they could be made “affordable in perpetuity”.

## **6. Update on last Parish Council Meeting**

At its meeting on 11<sup>th</sup> October the Parish Council accepted our latest revisions to the Steering Group/Support Group ‘Terms and Conditions’. MJ will re-format these and send them out to all on the Steering Group and Support Group and to JC for depositing on Dropbox. .

## **7. Update on ‘Locality’ funding**

Following approval by the Parish Council, ‘Locality’ funding was applied for on 26<sup>th</sup> September 2021. The application has been acknowledged by e-mail and a ‘phone call. In the absence of a decision, MJ will make enquiries.

## **8. Update on Terms of Reference for the Steering Group**

See Item 6

## **9. Progress with Facebook**

Advice from Louise Panrucker concerning creating a Facebook page did not work out well; the resulting NDP Facebook page ending-up as a group page within MJ’s own Facebook page. This was considered to be unacceptable and has been abandoned. We need a stand-alone page. Caroline Christmas (Steering Group member) has offered to look after our Facebook page but has not yet responded to MJ’s invitation to talk this over. MJ will ask her again. If this fails, the matter will be thrown open to the full Steering Group with the possibility of harnessing a network of existing Facebook pages to promote the NDP.

## **10. Second Steering Group Meeting 1<sup>st</sup> November 2021**

MJ tabled a draft Agenda for the second Steering Group meeting (shown below). This was agreed.

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

### ***2. 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:*

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

*Minute taker*

*Website content manager*

*Facebook manager*

### ***4. Preparing an initial Questionnaire for the parish***

### ***5. Any other Business***

### ***6. Date of next meeting: Will propose Tuesday 7<sup>th</sup> December***

In discussion it was noted that several people have expressed a willingness to stand for election as Chairman, Vice Chairman & Project Manager. These, along with any other applicants, will be discussed &

voted upon on the night. Volunteers have also been identified for the positions of Website Manager and Facebook Manager (See Item 11 concerning the Minute Taker position). Other possible roles may be mentioned on the night.

It was agreed that a draft of the initial questionnaire for residents to indicate their wishes and concerns should be brought to the next Steering Group meeting for consideration and amendment. MJ will prepare a first draft for the Pre-steering Group plus Gary Alexander to consider and develop. This will be based on the following ideas put forward during the discussion.

*An introduction, Guidance and explanation of the questionnaire would be needed. Format to be decided.*

*Open questions were thought to be the best option along the lines of: 'Likes', 'Dislikes', 'Hopes & Fears' and 'Aspirations for change'. The aim is to tease-out the principal issues.*

*All non-residential landowners & businesses should be included.*

*Copies distributed with The Mallard, along with further copies in the shops, surgery, Dabbling Duck, the farm shop & school.*

*A lockable box to be placed outside the Village Store for replies (With the presumed permission of the owner)*

*An associated workshop in the Village Hall would give residents a chance to discuss their answers and deposit their completed questionnaires.*

*A large banner on the central green announcing the questionnaire*

*To give an idea of areas covered, post codes should be included as mandatory*

*Optional Name, address & email with the offer of receiving further updates as an incentive.*

*Multiple replies from households encouraged so as to include all residents.*

*The questionnaire would be posted in the NDP website and links to this placed on the Facebook page and on the Parish Council and Village web sites.*

Steering Group member Lynne Armitage has expressed an interest in the questionnaire. MJ will approach her to see if she might oversee implementation of the questionnaire.

### **11. Any other business**

KF raised the possibility that if no volunteer for minute taker came forward, we might approach the P.C. Clerk, Sarah Harvey, to see if she would take on the role as a paid assistant. MJ will raise this with Sue Nash (Chair, of the Parish Council).

Proposed date of the third meeting of the full steering group, Tuesday 7<sup>th</sup>. December.

The meeting closed at 4.10 pm.

