

Great Massingham Neighbourhood Development Plan

4th Meeting NDP Steering Group

7.00 pm Tuesday 4th January

Zoom meeting

MINUTES

Attending: Mike Jackson (Chair), Gary Alexander, Lynne Armitage, Tim Baldwin, Kim Frazer (until 8 pm), Peter James, Phil Ward and Clare Carroll. Sarah Bourne (Minute taker)

1. Welcoming remarks

The Chair welcomed members to this 4th meeting of the NDP Steering Group, and thanked all for meeting by Zoom. The key topics were to (1) consider Rachel Hogger's planning proposal and 11th January visit and (2) decide what to do about the Opinion Survey.

Geoff Randall has had to step down from the Steering Group for medical reasons. The Group will miss his expertise on wildlife. Karen Wadham's resignation last month was also for health-related reasons.

Prompted by these losses to the membership the Chair analysed the Steering Group's strengths, weaknesses, opportunities and threats (SWOT), summarised as:

- Strengths. We still comprise a 12-strong Steering Group and enjoy the support of a 14-strong Support Group. We also have strong support from the Parish Council with three councillors being Steering Group members. We have relevant specialist expertise within the Steering and Support Groups, eg Gary Alexander's knowledge of planning legislation, Peter James's experience with preparing an NDP and Gill Davies's public relations and presentation skills.
- Weaknesses. If the length of time taken to agree on the Opinion Survey (2 sides of A4) is a guide to our ability to agree content, we are unlikely to finish the NDP in a reasonable time.
- Opportunities. In addition to reflecting residents' wishes and concerns about Great Massingham, the NDP provides an opportunity to promote a sense of community and pride in Great Massingham by pulling together a consensus view of the village. In particular, a telling Character Statement and picture of life in the village will help achieve this (see item 10).
- Threats. Covid, eg affecting plans for the planned Opinion Survey. Uncertainty about funding from April. Planning legislation based on the Government's 2020 White Paper on planning. Further attrition of the Group may dent the rate of progress. We should seek new members, especially younger ones.

2. Apologies for absence

Apologies were received from the Vice-Chair Jon Cole and from Maria West.

3. Approval of Minutes of meeting held on 6th December 2021

Everyone had seen a draft of these and there were no revisions. The Minutes were thus

approved and will be deposited on our Drop Box site and with the Parish Council.

4. Matters arising from the Minutes

The Chair reported our grant of £3,322.00 is now in the Parish Council's bank account, but uncertainty continues over the grant renewal in 2022. There were no other matters arising.

5. Approval of planning consultant's proposal

The Chair has circulated Rachel Hogger's proposal for planning advice, and asked for comments. The meeting agreed to accept this in its totality.

The Chair will inform the Parish Council that the Steering Group have agreed the proposal, asking for approval at their 10th January meeting. Kim Frazer will phone the Chair after the Parish Council meeting, so the Chair can confirm with Rachel Hogger the 11th January visit.

6. Visit of planning consultant (Tuesday 11th January)

This visit has been tentatively arranged, subject to approval of the proposal. Rachel Hogger will come by train to King's Lynn. The Chair proposes to collect her by car, and will email her ahead in case she wishes any other arrangements. The meeting agreed this proposal.

The planning consultant will tour the village with members of the Steering Group. There can follow a short talk and meeting in the Village Hall (covid restrictions permitting) so we can ask her questions and she can give us any ideas. Lynne Armitage proposed that Steering Group members think about their questions ahead of time and give them to the Chair, particularly for members who can't attend. Kim Frazer suggested that the Chair ask Gayton colleagues for advice on how to make the most of the visit. Both of these were agreed.

As soon as the Chair has confirmed the arrangements with Rachel Hogger he will email everyone to confirm these. Phil Ward confirmed the Village Hall and car park can be used. The Chair asked for suggestions about what route to take, as it is important that Rachel Hogger get a clear impression of the variety of areas in the village.

7. Website development

The goal is to make this a high quality site, with information about the NDP and the history of discussions. The site will also be a way of linking with the village and will need to be visually attractive, easily navigable, up to date, and make people want to explore it.

The Chair is sending Jill Davies new content; she will arrange and send to Lighthouse Design. It will hopefully be ready by the end of January, subject to current restrictions.

The last meeting approved a draft site plan. Some changes were asked for and passed on. One involved scrapping profiles for Steering Group members but to retain photos. However, some have since indicated a wish not to have photos either, for the following reasons:

- Photos are not necessary and their inclusion would have no purpose
- Photos are not used by other villages developing a NDP that we have looked at
- Personal preference not to use photos, due to social media concerns and other reasons

- It isn't necessary to be identified by a photo; our names and statement that we are each residents of the village is enough and will provide transparency. This is also in line with the level of information for Parish Council members
- Any approach to the Steering Group should be through our post box or meetings rather than members being approached individually.

In support of retaining photos the following points were made:

- Several members stated that they did not object to using their photos, which help show we are part of the community, but that we should either use everyone's or none at all
- The Chair remarked that not to use photos fitted poorly with a need to be open and transparent about who we are since we claim to be acting on behalf of all residents, some of whom might wonder why there is so little information about Group members
- The point was made that our meetings are publicised, open to the public and people can come along, see and meet us (except for tonight's Zoom meeting due to covid).

The meeting agreed that the photos will not be published.

8. Opinion Survey including village walkabouts as an alternative to public meetings

The Chair asked Lynne Armitage to explain the present situation on the Opinion Survey.

The Surveys Group has taken on board the comments from the Steering Group. A revised version has been circulated, and also passed to Rachel Hogger for comments. As a result the survey has been simplified even more, and is ready to go from the content and design point of view. On behalf of the Surveys Group Lynne Armitage recommended that the Opinion Survey is postponed from February to March on the following grounds:

- The website may not be ready in time
- A delay will also allow us more time to arrange practical details such as ordering the banner
- There is much detailed preparation still to do, eg collecting and checking contact details for the landowners, businesses etc, as well as preparing covering letters and making alternative arrangements to public meetings if necessary because of covid
- The covid situation may have eased by March, which could be safer for meetings in the Village Hall or (alternatively) make replacement outdoor meetings more acceptable.

Lynne Armitage (seconded by Peter James) proposed that the current version of the Opinion Survey is approved. The committee agreed. Circulation in March instead of February was also agreed.

Covid-safe alternatives to public meetings in the Village Hall were discussed. These include structured walks with stopping points and open questions or 'bench meetings' arranged by e-mail, or by notice in The Mallard. This will demonstrate how we have made opportunities available to help people with information and their survey responses.

The Chair will write a piece for The Mallard (deadline 20th January) stating the postponed arrangements for the survey.

Lynne Armitage suggested that the Agenda for the February meeting should include a discussion on what we will do with the data from the Opinion Survey, and how to handle responses to open questions. The Chair agreed to consult Rachel Hogger on how others have handled the data collection and analysis, and whether she has some templates.

9. Facebook page

In the absence of Caroline Christmas, the Chair reported that she has created an attractive Facebook page for the NDP. Further consultations with Caroline Christmas will be needed to understand how we are to manage the page and the operational mechanisms for mediating it.

10. Character Statement

Peter James explained the research he had done, and his thoughts on preparing the 'Character Statement' part of the NDP. His approach is that someone reading it from outside the village would easily get an idea of what life here is like, and how the village sees itself. Information on the latter will be drawn from the Survey results. Peter will need a small group to work with him to prepare this vital part of the NDP.

11. Any other business

Peter James raised that, as we will be acquiring a large amount of data, consideration is needed as to how we will store it, access it, and back it up. We will have paper, as well as electronic, information. Agreed to ask Rachel Hogger for advice.

The Chair asked Steering Group members to confirm that they had seen the formal set of terms and conditions (Terms of Reference) from the Parish Council, forming the basis of how we work. The Chair will re-circulate these.

Peter James informed the meeting that the 2011 census recorded 902 residents in the Great Massingham Parish. 2021 Post Office figures record 33 postcodes, covering 421 households.

The Chair thanked everyone for a useful meeting. He will contact those who didn't attend to see whether technical difficulties prevented some members from attending by Zoom.

12. Date of next meeting: This was to be Monday 7th February 2022 at 7:00 pm, but the Parish Council has been moved to this date, which now clashes with ours. Agreed the next meeting to be moved to **15 February, 7:00 by Zoom.**

Post meeting note: Shortly after the Meeting concluded, Tim Baldwin offered to join Peter James in preparing the NDP Character Statement (item 10).