

Minutes of the Taverham Neighbourhood Plan Steering Group held on Wednesday 13th September 2017 at Taverham Village Hall

ATTENDANCE

Sue Elmes, Margaret Garwood, Glenis Langley, Nigel Langley, Janet Latchford, John Pennells, Janice Whiting, Chris Wilson-Town , Rosemary Brown, Hazel McMillan and Brenda Clarke

APOLOGIES

Judy Tyler. Roger Morriss and David Wilson

Sue Elmes took the Chair and gave a special welcome to Richard Squires and Vicky West who had been invited to help clarify procedures to the group and also assist with the Terms of Reference which need to go to the Parish Council.

MINUTES OF MEETING HELD ON 6TH SEPTEMBER 2017

AND MATTERS ARISING

Glenis advised of the correct spelling of her name!

Janice wanted to ensure the committee understood that her reference to other parishioners joining the committee at a later date, meant having open meetings, where views of others could be heard, not actually joining the committee. It was reiterated that there would be public meetings, opportunities for others to help out, and indeed more people would be needed to help with getting views from various groups and the community at large.

Sue had made contact with some consultants (see later notes) and also visited the library who gave her a copy of the Drayton Neighbourhood Plan. Roger had kindly dropped off a copy of Sprowston's Plan.

John confirmed the sum set aside by the P.C. was £15,000.

There being no other matters arising and the Minutes were agreed, proposed by Chris, seconded by Hazel and duly signed by the Chairperson.

DISCUSSION WITH RICHARD SQUIRES AND VICKY WEST

Both had previously visited in May of this year and gave an update for the benefit of those who were not at that meeting.

They had brought copies of other Neighbourhood Plans for the committee to look at and it was recognised by all that 50% had the same standard format. However each was an individually tailored document to the specific village.

With regard to the Sprowston Plan Richard explained that this was one of the first Plans to be completed and although it had been produced "in house" (without

employing a Consultant) the necessary expertise came from within the P.C. and Broadland. He added that the plan would not be the best example for the committee to study as he felt the wording would no longer be passed by the Independent Examination Body. Many items shown as policies would now have to be shown as local projects at the end of the plan but not adopted as part of Broadland's Development Plan.

The advice given was to go onto various websites for Neighbourhood Planning for help and guidance. There are many Parishes on board with this now. When the government first mentioned this Broadland were eager to 'come on board'.

A Neighbourhood Plan forms part of Broadlands Development Plan, after adoption.

A Neighbourhood Plan carries a lot of weight, and is not just about bricks and mortar, but land, environment, buildings etc.

After consultation has taken place, there may be important actions needed, but these will have to be listed as projects in the community. The list of projects is usually put after the policy document part at the back of the Plan.

The Plan needs a start date but suggested continue until 2026 /2036. The Plan can be refreshed as and when needed if there are issues.

Policies were discussed – They could be about street lighting, gateway entrances, cycle ways etc. It was recommended other plans be read to see what other Parishes had brought into their policies. If Taverham Parish felt there was something really important, i.e. that adequate pre- school or school facilities needed to be in place first before any large scale housing developments were built, this should be noted in the plan.

Committee members felt they needed to have key things in place at the correct time but that they should also be aware of what key factors for building development on pockets of land were in place so that their voice to this development could be heard. The P.C. were asked to provide copies of any documents giving details of Broadland's Joint Core Strategy and Development Plan for Taverham.

A discussion took place then regarding lack of schools, doctors surgery and other facilities in the area. The task to ascertain numbers registered with Taverham Surgery would be difficult to calculate since some residents used Drayton and some surrounding villages were registered at Taverham a similar problem would be found with school places.

Committee members are able to contact Richard or Vicky direct – 01603 430567 and please remember to visit www.broadland.gov.uk/neighbourhoodplanning to view other plans.

TERMS OF REFERENCE

A draft copy had been handed out and the committee went through it in detail, making various amendments and adding wording. Brenda to update. A copy to be sent to Taverham Parish Council when amended by 2nd October. All committee members to be sent a final copy.

Sandra Parkinson presently has this on her computer. Brenda to ask that it be emailed to her when Mrs. Parkinson returns from her holidays.

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Main items discussed.

It was agreed the committee would meet on the 2nd Wednesday of each month. Janet to book Suite 1 at the village hall for 11th October, 8th November and 13th December with a provisional booking for dates for the 2nd Wednesday each month after Christmas. To be put on the agenda for December's meeting for discussion.

Confirmation was given to Chris that the cost of the hire of the room for meetings will come from the money set aside by the Parish Council for the Neighbourhood Plan. Presently £15,000.00. (To be used until funding has been secured from Locality Grant, up to £9,000 available) A subsequent grant of £6,000 is available from Broadland.

Chris asked if there was a list of Standard Charges of Expenses (mileage allowance, printing etc.) and Richard said he would send this information.

Declaration of Interests needs to go on every Agenda.

No Vice Chair needed. If Sue Elmes unable to make it, those members attending the meeting would decide who would chair it.

Quorum of 5 for a meeting but Steering Committee made up as the maximum number on the committee being 14 of which there are 8 members of the public and 6 Parish Councillors.

BRIEF FOR COMMISSIONING CONSULTANTS

Sue Elmes had been in touch with 4 consultants who had confirmed they were able to tender for the project. A draft document for the Consultant Brief had been prepared by the P.C. after four Members had attended a Workshop run by Rachel Leggett earlier this year. All committee members needed to read the paperwork on tendering for consultants. The draft paperwork for this is on Sandra Parkinson's computer. Brenda to ask her to send a copy to her. In turn this will be sent to all committee members for consideration.

It was suggested the Consultant be asked to provide the whole package and act as Project Manager.

Another suggestion was that a Skills Audit be completed regularly by members as the project progressed as skills might be identified that members felt able to complete.

Sue Elmes had explored the possibility of Workshops for Members to attend.

Rachel Leggett had given a quote (£840 + expenses) for a Workshop specifically tailored for Taverham and John added that other group Workshops with multi villages were also available.

John advised that the P.C. Budget Meeting would be held on 11th December and that the Consultant Brief Document would need to be completed at the next meeting and sent out for tender and return for the meeting on 8th November.

It was agreed committee members should consider the documents Brenda sends and draft the tender document and sent out with a request for a quick response (date to be given) from allconsultant's approached.

With no other matters to discuss Sue thanked everyone for coming and also thanked both Richard Squires and Vicky West for their helpful input during the evening.

Next Meeting will be held at Taverham Village Hall Suite 1 at 7.30p.m. on Wednesday 11th October 2017.

The meeting closed at 9.25pm