

Minutes of the Taverham Neighbourhood Plan Steering Group held on Wednesday 17th January 2018

Present: Susie Janice Chris Roger Nigel Glenis Brenda Margaret

Apologies: Janet John Dave Rosemary Hazel Judy

At the beginning of the meeting Janet announced her resignation from the Steering Group, she is however prepared to attend if her expertise on any specific issues is requested. Janet Latchford's Resignation has been duly minuted.

Before leaving Janet advised that Martin Scott the developer for the Taverham Garden Centre Site will be attending a Parish Council Meeting soon. Roger to advise of date as soon as announced so that Steering Group members may attend. Janet handed over colour coded maps indicating areas of woodland, ownership and usage within the parish boundary. Map is self-explanatory.

Minutes of the Meeting held on 13th December and Matters Arising The booking of venues for the Presentation/Consultations was discussed. Brenda advised that the preferred date of 24th April for Hinks Meadow was unavailable. It was agreed that Hinks Meadow be hired for all day Tuesday 17th April and Suite 1 at TVH for Monday 30th April. Brenda to book both halls and ascertain hire charges for the monthly meetings and charges for public meetings. The group reminded Susie she was going to produce a copy of the Project Plan in A4 format as members preferred this to the spreadsheet style. She apologised for the oversight and would email it to everyone.

Dave, John and Janet have still to return their Declaration of Interests and Skills Audit forms. Janet's is no longer required, new forms have been sent to the others.

The Minutes were then agreed and signed by Susie

Logo Design Margaret brought the designs created by students at THS. Members of the committee selected a design. The winner would be getting a prize which Margaret will sort. Margaret had brought along an idea of how we could use the selected logo on letter headings, posters etc. she would email these to Brenda and Susie.

New Government Legislation and P.C. Planning Meetings New legislation whereby District Councils have to contact N.P. groups comes into force on 31st January 2018. A discussion followed regarding planning notifications where they were displayed, and when, after the difficulties experienced by members to find out when applications were before the Parish Council. Roger agreed to contact the N.P. Members as soon as he was aware of planning applications being brought to the Parish Council. It was also agreed that any members of the public attending planning meetings should be given information about the Neighbourhood Plan and asked for their email addresses. Roger advised that Langley School/Taverham Hall would be presenting their plans to accommodate the increase in pupil numbers after the amalgamation with Langley, he would advise of the date as soon as received. Susie had been in conversation with several Parish Councils where a N.P. had been completed. In passing Graham Everitt (Drayton) mentioned that Greater Norwich (Broadland & South Norwich) will be setting out their plans and visions with the roadshow coming to Taverham Village Hall on 12th March, with comments to be returned by 15th March. Roger had no prior knowledge of this District Presentation. Again this would be an opportunity to collect emails of residents attending.

Planned Presentations/Consultations Hinks Meadow would be booked for Tuesday 17th April and Suite 1 at TVH for 30th April (see note above) The hire charges and expenses for all planned meetings, consultations and roadshow presentations at Village events throughout the summer up to September would be calculated and included in the first grant application together with quotes for all printing, refreshments, sundry items (quote received from Hussey Knight) and website design for all the planned presentation/consultations in the following six months. The second grant application would include the Consultant's fee plus printing, venue hire and any other expenses. It is anticipated that there will be some extra meetings of the committee particularly when planning the Consultations. The Suite 1 hall booking

for Wednesday 18th April should be cancelled as a meeting before the consultation would be preferable. Roger had previously mentioned that strictly speaking planning permission was required to put up any banners - he would check this out. Whilst Susie was speaking to the Horsford Clerk he described how the P.C. had spent some of the CILs tax on play equipment and outside toilets and they

were looking into funding a dial a bus scheme - all projects that have come out of their N.P. and a good example to tell Taverham residents at presentations. His other advice was to secure a copy of the CILs tariff to display at presentations. Roger agreed to look into this. Stakeholder Mapping Some members had handed in a list of groups they were involved with and would be prepared to visit. Horsford had advised how important it was to consult with the Developers and Landowners, he confirmed that replies had only been around 5%

Nigel had drafted a letter to go to local businesses which was passed around. This needs to be finalised but does include, a really in depth questionnaire. Chris will sort out a letter to the Education concerns in the village, and include an appropriate questionnaire. It was felt that a medical focus on questionnaires would be good. All these groups would need to be visited personally. Susie would prepare templates for local groups questionnaires and bring to the next meeting and would complete a comprehensive list of Businesses and Local Groups to be approached. Local Businesses run from home could be emailed and questionnaires completed online.

Chris reminded everyone that we needed to go by our Aims and Vision when sorting all of this out. Copies were handed out at the workshop.

Chris discussed the education establishments would most probably want an extra school. However to build a new school would cost £7million . The 2 local schools could be expanded. This will not help though with the development proposed as the new buildings forecast will be at the other end of the village (Breck Farm Lane) and people will have to cross the Fakenham Road to get to the schools. This group needs to be proactive.

Margaret had emailed the committee websites produced by a friend. Margaret and Nigel to get together with Mike to discuss our requirements and get a quote for an interactive website. They will report back at the next meeting

Susie to query with Sam about having to be registered with the District Council before attempting to sort website. Sam had mentioned this to Brenda.

It was agreed that the N.P. needs to be represented at any and every opportunity. Susie had arranged for stalls at St. Edmund's May Fair on Monday 7th May - Open Gardens on Sunday 24th June so members would be needed to run these. Brenda to check any other events that we could attend

including the Taverham Fayre again this year. Consultant's Brief Susie had prepared a draft consultants brief and would be asking Rachel's opinion. This will have to be agreed by the committee and Parish Council. It will then be sent out to tender (at least three Consultants would be asked to quote). Rachel has been advised that the committee feel able to follow the Project plan to the Drafting of the Neighbourhood Plan (August) when a Consultant would be required to assist from there to completion. Walkabouts - Character Assessment Two walks were planned for the following weeks where any members can come along to familiarise themselves with the areas. Walk 1 on Monday 22nd January meets at Hinks Meadow, around Kingswood Avenue and Breck Farm Lane Monday 29th at 10.30 will be around Beech Avenue starting at the Ringland Road end. Any Other Business Margaret asked if anyone had an up to date list of the demographics of the area. The website only shows up to 2016. Margaret to send details of website to Susie and Brenda for their files. Brenda will send a copy of the website on to Mr. Morris. Nigel had a list that was just Taverham and he would email this to everyone. Chris had received a reply to his entry in the Taverham, Thorpe Mariott and Drayton Community Facebook. He agree to contact the lady to ask if she would like to attend the first part of the next meeting. He would post details of our meeting in due course Janice asked if we could purchase lanyards so at least we could identify who we are when we went into various premises. It was agreed that Brenda would purchase 20 green lanyards.

With no other matters to discuss the meeting finished at 10.15pm

The next meeting will be on Wednesday 21st February at 7.30 in Suite 1