

Minutes of the Taverham Neighbourhood Plan Steering Committee Meeting held on Tuesday 18th September 2018 in Taverham Village Hall Suite 1, at 7.30pm, when there were present:

Roger Morriss in the Chair (RM)

Brenda Clarke (BC)
Margaret Garwood (MG)
Iain Husband (IH)
Glenis Langley (GL)

John Pennells (JP)
Judy Tyler (JT)
Janice Whiting (JW)
Chris Wilson-Town (CWT)

Also present: Rachel Leggett (RL), Andrea Long (AL), Tracy Jones (TJ) and Leslie Mooney (LM).

1. Apologies for absence were received from Johnathan Cox, Brian Smith and Dave Wilson.

2. Declarations of Interest None

3. The Minutes of the Meeting on 31st July 2018 were confirmed and signed.

4. Practical Matters

4.1. CWT advised the Meeting of the following: The budget was still being finalized and once checked by the RFO at Taverham Parish Council this would be circulated to the group. The Habitat Screening Report was to be completed just before the submission stage. The Locality Grant of £6,720 was ready to be submitted and this was to be for Consultancy Project Fees, the Meeting was advised of the wording used on the Grant Application as to why this was needed, this was unanimously agreed.

4.2. RL advised that we need to purchase Parish Online at a cost of £450 as soon as possible. TJ to check with Taverham Parish Council when this would be purchased.

TJ

5. Aims for workshop meeting

5.1. The Meeting was given a presentation from RL for the aims of the workshop meeting.

5.2. Discussions to be made with Norfolk County Council to discuss school allocation for Taverham.

5.3. Discussion was made regarding the previous consultations and the comments received.

6. Recap and establish Taverham Neighbourhood Plan aims. The Neighbourhood Plan draft aims and vision were discussed in detail and amended accordingly. A copy of the amended document is attached to these minutes.

7. Key themes – writing the Neighbourhood Plan objectives. The Neighbourhood Plan draft objectives were discussed in detail and amended accordingly. A copy of the amended document is attached to these minutes.

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8. What next

- 8.1. **Scoping Report for Sustainability Appraisal.** This was being prepared by Emma Harrison (EH) and should be ready for the next meeting. The Meeting was requested to look at the chapter on data and any feedback was to be sent to EH. **ALL**
- 8.2. **Site allocation work.** This would be sent to the group by RL, once received all to read and this will then be discussed at the next meeting. **ALL**
- 8.3. **Character appraisal work.** Examples of this to be sent to the group by RL. MG advised that some work had already been done and this would be sent to RL. **MG**

9. Stakeholder mapping

- 9.1. Mike Hadden from Toppixel had put examples of this on the Neighbourhood Plan Website, this was to be checked. **ALL**
- 9.2. JT and JP volunteered to put together before the next meeting a list of names and contact details of the organisations, businesses and individuals who had already been seen. **JT and JP**

10. Leslie Mooney (LM) had shown an interest in joining the committee. It was unanimously agreed that LM be co-opted as a member of the Neighbourhood Plan Steering Group.

11. **The next meeting.** The next meeting will be on Tuesday 2nd October at 7.30pm, Suite 1, Taverham Village Hall. This meeting to establish policy ideas and stakeholder engagement plan **ALL**

Signed

Date