

Minutes of the Taverham Neighbourhood Plan Steering Committee Meeting held on Tuesday 2nd October 2018 in Taverham Village Hall Suite 1, at 7.30pm, when there were present:

Roger Morriss in the Chair (RM)

Brenda Clarke (BC)
Johnathan Cox (JC)
Margaret Garwood (MG)

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

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

1. **Apologies for absence** were received from Iain Husband (IH), Glenis Langley (GL), Brian Smith (BS), Judy Tyler (JT) and Dave Wilson (DW)

2. **Declarations of Interest** None

3. **The Minutes of the Meeting on 18th September 2018** were confirmed and signed.

4. Admin

4.1. **Budget and funding applications.** CWT distributed and explained the budget figures to the Meeting, this was to be approved at Taverham Parish Council's Meeting on the 8th October. The Locality Grant had been received for £6,720. The next funding to be applied for was from Broadland District Council, CWT to draft the application. RL advised that 25% of this would be held back from BDC until the Neighbourhood Plan had been submitted. **CWT**

4.2. **Amendments to Terms of Reference.** RM advised the Meeting of the amendments. MG proposed, seconded JP to accept the amendments. The amendments were unanimously agreed.

4.3. **Amendments to Secretary's Terms of Reference.** RM advised the Meeting of the amendments. CWT proposed, seconded JP to accept the amendments. The amendments were unanimously agreed.

4.4. **Community Planning Workshops run by Broadland and South Norfolk Council's.** The next workshop was on 16th October 2018 from 7pm to 9.30pm at South Norfolk District Council, this workshop covers Engaging the Community. RL advised that these workshops are very helpful and it would be useful for representatives from TNP to attend. **ALL**
TJ to send the committee details of all the workshops. **TJ**

5. **Draft Scoping Report for Sustainability Appraisal.** Emma Harrison has distributed the draft report to all members of the committee. All to read and any comments to be sent to EH by the 12th October, EH would then submit for consultation. **ALL**

6. Policy development

6.1. **Key findings from consultation.** AL discussed with the group areas for planning policy, Planning Policies for Taverham, those that do not require planning permission. The 5 broad areas for discussion were: housing and the built

environment, environment and landscape, community and services, business and employment and transport and access. The Meeting discussed in depth what was applicable for the TNP and lists were made of emerging policy ideas. These would form part of the public consultations planned for January 2019. **ALL**

6.2. Site allocations. Discussion was made for possible site allocations and what had come through on the call for sites. TPC to request from BDC the number of houses planned for the Parish of Taverham under NPPF Paras. 65 & 66. **RM & TJ**

6.3. Character appraisal work and Green space designation. A Character Appraisal document is needed that helps the reader understand the history of Taverham, e.g. distinct characteristics, features, distinctiveness, unique identity. MG and other volunteers from the committee to walk round the whole of Taverham to determine its characteristics so that this document can be prepared for Taverham. Examples of Character Appraisals (Wroxham, Swaffham & Watton) to be sent to committee members. **ALL**

7. Next steps – further developing the evidence base

7.1. Community & Stakeholder Engagement. RL advised the Meeting that the committee need to go out to Taverham interest groups and stakeholders to get a cross section of views and build relationships to establish an understanding of the TNP. A list of groups and stakeholders had been prepared by JT and JP and this would be distributed to the committee. MG and TJ to liaise with the committee as to who would be visiting which group and stakeholders, RL had prepared notes for facilitators and suggested that approximately 20 groups be contacted.

MG & TJ

7.2. Policy ideas consultation events. It was agreed the December consultations would be cancelled. Suggested alternative dates, Saturday 26th January 2019, Taverham Village Hall, Old Hall, 12noon to 5pm and Friday 1st February 2019, Hinks Meadow Hall, 3pm to 8pm. BC to finalise dates. **BC**

8. The next Meeting. The next meeting will be on Tuesday 30th October at 7.30pm, Suite 1, Taverham Village Hall. This meeting to receive feedback on stakeholder engagement and planning for January and February events.

ALL

Signed

Date