

Minutes of the meeting of the Taverham Neighbourhood Plan Steering Group held at Taverham Village Hall on Wednesday 21st February 2018 at 7.30pm

- 1. Welcome and Apologies

Present: Susie, Brenda, Chris, Janice, Glenis, Nigel, Margaret, Hazel, Rosemary, Judy and Roger

There were no apologies

A special welcome was given to Mike Hadden from Top Pixel who had been invited to give a presentation for the proposed website

- 2. Declarations of Interests

There were none

- 3. Minutes of the meeting of the last meeting and matters arising

It was agreed that any matters arising would be covered in the matters to discuss listed in tonight's agenda

The minutes were proposed by Nigel and seconded by Janice

- 4. Presentation by Mike Haddon from Top Pixels

The Group discussed various aspects of the website and what was required. (see attached notes)

Margaret, Nigel, Chris And Janice agreed to form a sub committee.

- 5. Treasurer's Report

Chris reported that we had spent £478.85 as at 1st January 2018. This included hiring charges for meetings, and photocopying charges.

Susie queried the cost of the November Workshop members attended, run by Rachel Leggett. Chris advised that the Tracey (the RFO from the Parish Council) has advised that this bill would not go through the accounts until March. Hence we have another £860.00 to add to our expenditure. Invoices still need to be processed –i.e. for Susie for sundries £70.00 and Brenda for lanyards £17.00.

Some of the grant which we have been awarded, and advised we will receive soon will be used for setting up the website. The money has to be spent by the end of March, but we have yet to receive it. By 14th April a

statement will have to be prepared confirming we have achieved what we have said we wanted to achieve by using this money.

Susie advised the group would need to apply for a second grant as soon as possible after Groundwork have signed off the first Grant. (May)

No money has yet been paid to Mike Haddon for setting up the website, although his quote included a 20% deposit. It is hoped the website will be live by 1st March. Chris will speak to Tracey to enquire if there is a process which could be used so that Mike is paid the full amount a.s.a.p. which this group could reimburse as soon as the money is received. We do not want to push the goodwill of Mike

- 6. Printing Quotes and Presentation Requirements

Chris showed everyone a copy of the front page of the April Edition of the Taverham Newsletter with the dates, times and places of the April meetings. After discussion, it was agreed that the phrase “YOUR NEIGHBOURHOOD - YOUR PLAN” would be used on the Banner along with the same Logo and Heading layout as April’s Newsletter, “Come on in for a (steaming cup of tea coffee)” and “Today”. Having one generic banner would mean it could be used multiple times to be put up on the day. The individual events would be advertised two weeks before all around the village/notice boards shops etc. by poster. It was agreed that the Posters and Flyers would be the same format as the Taverham Newsletter. Three quotes for printing posters and flyers had been received for 50 posters and 500 flyers.

Roger had suggested “I (red heart) Taverham” stickers to hand out at the presentations etc. and Susie would check the internet for a quote.

Susie has arranged for the group to borrow 1x8 section and 2 x 6 section display boards (each section A1) from BDC. To be collected on 16th April and, if no other request is made for them, can be kept for return after 30th April Presentation.

The sundry items for the Presentations (notepads, post it notes, pins, etc) had been included in the grant application and would be purchased when the Grant money is received.

As there are quite a few odds and ends to finalise a sub committee made up of Susie and Judy will meet to progress these matters

Brenda will look at advertising in NR8, Just Drayton and Taverham, Eastern Daily Press, Radio Norfolk etc.

Brenda is also to ask if Radio Norfolk and/or Eastern Daily Press would be interested in coming along some time on 17th April at Hinks Meadow. This would of course give an opportunity to promote the 30th April at Taverham Village Hall as well.

- 7. Rota for availability at presentations and prior to events at HM and TVH
A note was handed out for members to fill in their availability on the days
(It was an exceptional positive response with most members of the group agreeing to spend most of the day there on both occasions)
- Future Meetings
Wednesdays were causing a problem for many group members. Brenda has checked and both HM and TVH have Tuesday evenings free. All members present tonight can make Tuesdays. It was agreed to meet at TVH. Brenda to book 2 meetings for 6th March (it was felt an extra meeting was required before our regular monthly meeting on 21st March) and 24th April (after our first Presentation so it could be reviewed and any changes made for 30th April Presentation). Brenda would also confirm the times of our presentation meetings with the secretary at both HM and TVH. Both days would be open to the public from 12 noon until 8pm and approx. half an hour before to set up and after to clear away on each day would be needed. *(This has been done and confirmed by secretary)*
In answer to the query on Insurance cover for the Public Meetings The Clerk had confirmed that the Parish Council's Policy covers Public Liability for Public Meetings and all members of the Steering Group.
Susie will arrange a doodle poll for a future walkabouts & will email about Stakeholder Mapping & Future Presentation/Consultation Dates.

With no other matters to discuss the meeting closed at 9.50pm

Next Full Committee will be on Tuesday 6th March at 7.30 in Suite 1