

Minutes of the Taverham Neighbourhood Plan Steering Committee which took place on Wednesday 21st March 2018

1. Welcome and apologies

In the absence of Susie Elmes the Chairperson, the Secretary, Brenda Clarke (BC) opened the meeting, and welcomed everyone

Present: Margaret Garwood (MG) Nigel Langley (NL) Glenis Langley (GL)
Chris Wilson-Town (CW) Judy Tyler (JT) Roger Morriss (RM) Janice Whiting (JW)
plus Brenda Clarke (BC)

Apologies:- Susie Elmes (SE) Jonn Pennells (JP) Hazel McMillan (HM) and Dave Wilson (DW)

Apologies had also been received from Karen Hooper who attended our meeting last time.

Nominations were accepted for the election of a Chair for this meeting with JT nominating CW and MG seconding the nomination. CW accepted this and was duly elected.

2. Declaration of Interests

There were none

3. Minutes of the last meeting

Signed by CW

4. Matters arising

A query was made as to whether or not we were still having I LOVE TAVERHAM stickers as there has been no mention of them since the last meeting and a quote had not been seen. It was felt SE was still dealing with this.

All agreed it is going to be difficult to monitor expenditure, if we have not got sufficient funds.

All agreed the meeting for 10th April. BC to confirm booking(*booking confirmed*). This meeting to be to discuss the layout of the hall on 17th April, and what exactly would be on show, what have we got ready, and what is still needed. However it was felt another meeting was required urgently to finalise everything discussed tonight, and the Parish Council's response. CW advised money from grant would

need to be spent/allocated by 31st March. Another meeting was suggested for 27th March. This would still allow time to do this, however it would be tight. Orders can be placed on 28th March. The meeting could finalise the details of the printing and the scale of the printing.

NL and GL offered their house as a meeting place on 27th if the village hall was not available (*village hall secretary has confirmed booking*).

5. Update on progress of website

MG who had been elected as Chair of the Website Sub -committee had sent in a very comprehensive report of the meeting which was held on Monday 19th March. She was thanked for doing this promptly. This included the minutes of the meeting, which MG went through and the sub- committee answered many questions. There was a report from Mike Haddon as well as a general review of the website at this moment. MG also handed out slips to everyone present advising of the User Name and Password to let Steering Committee members view the website as it stands at the moment. It has been confirmed that the website will NOT go live until the Parish Council, hopefully agrees to the groups requests when they meet at an Extraordinary Meeting on Monday 26th March. Once the other Steering Group members have seen what is intended to be on this, they were asked to make any comments to the Sub-committee group, via MG who is the Chair.

MG advised that she felt the 'feel' of the website was very impressive; professional; easy to read and that the creation of the website was in line with the proposals for a website, made at the meeting of the TNP at their meeting on 21st February 2018

The £25p/m retainer fee was queried. It was advised that some kind of back-up if anything went wrong was needed to be in place so that the website sub-committee could go to Mike Haddon for help. This fee would cover that. It was agreed that if the money was not available at present it could be applied for out of our next grant. It was confirmed the website would be hosted and maintained on Mike Haddon's server .

As the TNP would be ongoing for a while it was recommended by CW and seconded by MG that the group asked the Parish Council to agree that the £12 p/m be paid to Mike Haddon up until December 2019 to allow it to be budgeted for by the RFO, and that the £25 be paid from the time the website went live for a

period of 6 months, but to be reviewed after 3 months. Obviously notice would have to be given (usually 30 days) if we would need to change this.

The 4 members of the website committee will be attending a training meeting on 27th March. The costs have been included in the quote Mike Haddon originally sent.

The cost of £25 per month as stated above is for the purpose of being given support by Mike Haddon if the Sub-committee was unable to perform any administrative support

There were some worries about Data Protection. MG had spoken to the Clerk to the Parish Council asking about this, and had been advised to have a notice on the website, stating how the information received will be retained; for how long and how it will be used. It was stressed the wording MUST be correct before going live, and a suggested date of 9th April was given for this.

BC was asked to contact the Clerk to the Parish Council and ask that she speaks to Mike Haddon to get advice and the correct wording which should be used.

BC advised that it would be taking the Clerk away from her PC work again, to enable this matter to be dealt with. The Clerk has been helping the secretary out lots over the last couple of weeks, and this must be taking her away from her Clerk to the Parish Council position.

It was agreed by members that as this group was working on behalf of the Parish Council, who are responsible for this plan, it should be OK.

JT had reservations about the CIL levy, and the draft plan which is going on the site. Lots of discussion took place. Agreed it could not be a draft plan, possibly named Starter for 10 or Work in Progress. Comments on website via MG please after looking at proposed website.

It was noted that some members of the committee were not aware that this so called draft plan of 41 pages would be going on.

The recommendations to the Parish Council to consider at their meeting on Monday are:-

1. Recommend the progress of the website to the TNP steering Group for their approval and recommendation to the Taverham Parish Council
2. Recommend payment of the £12 per month to Mike Haddon for hosting, support and maintenance of the website until December 2019. This, the Steering Group feels is a justifiable expense.

3. Recommend that the £25 retainer is paid each month for support from Mike Haddon to enable the Sub-Committee to perform website administrative functions from the time the website goes live for an initial period of 6 months, with a review after 3 months (as advised by RM) and 30 days notice to be given.

All members of the Steering Group approved of these recommendations after being proposed by JW and seconded by JT

Survey Monkey Questionnaire

*Advantages and Disadvantages

The advantages and disadvantages of using Survey Monkey or Questionnaire were debated by the Website Sub-Committee. Using the Aims and Visions of the TNP Steering Group in the form of questions eliciting 'Agree' or 'Disagree' answers, with a contact page for answers was discussed and thought to be a useful method of consulting with the community in terms of their 'feel' for what is sustainable and what would be wanted.

The group concluded that the questionnaire to be created by Mike Haddon at no additional cost for the current period would be sensible whilst a Survey Monkey to be used at a later date at a cost of £35 for alternate purposes should be considered as best practice.

*Recommendations for Action

After consideration the Website Sub –Committee agreed to; recommend the following, as agreed by the Steering Committee

- (a) Recommend the use of a questionnaire prepared by Mike Haddon using the Aims and Visions of the Steering Group Committee to consult with the community in the form of 'Agree' or 'Disagree' answers to for their approval and recommendation to the Taverham Parish Council; (For information everyone; please note that if a survey is submitted, you cannot see anything regarding it for 7 days.)
- (b) Recommend the use of a Survey Monkey to be used at a later date at a cost of £35 for alternate purposes should be considered as best practice.

6. Quotes for and exact design of printing requirements

Both JT and BC had looked into this. JT had done lots of additional groundwork on this after being asked to do so by BC and advised of her findings.

It was agreed to accept the quote by Wensum Print for the big banner, roll up/down banner and request that the Parish Council copy some more flyers. The artwork would stay the same as the leaflets which were handed out previously with the banner having the logo at both ends and the wording Taverham Neighbourhood Plan at the top, followed by the agreed wording. Other items for. A proposal was made that the quote for these items be accepted totalling £366. CW proposed seconded by JT. It is thought the committee would need another 200 flyers which the Clerk of the PC would copy for the group – another cost of £20. It was felt that there was no further money to allow additional printing requirements. The possibility of working on the copy maps we already have, and pinning them to the display boards SE is obtaining may be a way forward. The foam board costings are high.

CW advised of a breakdown of grant money spent to date and advised that there was, with the above 3 items being purchased and the sum quoted, plus the photocopying items being purchased and the sum quoted, plus the photocopying, there would be a deficit of £46. *CW is sending a finance spreadsheet for the group to view.*

JT to send the breakdown of charges to the group.

The Parish Council to be asked is this additional sum could come out of the money which had been set aside for the group's use. This was deemed to be a justifiable expense.

BC and JT had found an A frame which could be used, providing permission is granted from the Village Hall Committee. This would mean a big savings at the moment and if the group still wanted to purchase one for other presentations, this could possibly be done at a later date, and we could apply for this money in our next application for a further grant.

RM had produced details of other posters it was thought would be needed to be printed, but it was agreed, that possibly these could be sorted by ourselves. All printing to be 100% checked and confirmed on 27th so if the Parish Council accepts the group's request, the order can be placed on Wednesday 28th.

7. Update on Consultants Brief.

A copy from the Parish Council Clerk had been sent to all members of the group. It was agreed that if a copy of our Draft Project Plan (from the workshop run by Rachel Leggett) could be added.

It would be helpful, and at the same time, this would give answers to emailed queries from the group.

The Steering group accepted the Consultants Brief and recommends that the Parish Council considers this (with the addition of the Draft Project Plan document attached) and approves it.

Proposed MG, seconded JW. All in agreement.

8. Treasurers Report

CW reported he had covered most of his report in the previous agenda items. He agreed to send to all members of the Steering Group a spreadsheet showing grant incomes and expenditures.

With nothing further to discuss the meeting closed at 10pm.

The red text means that these matters need to be dealt with by the Parish Council