

Minutes of the Taverham Neighbourhood Plan Steering Committee Meeting held on Tuesday 27th November 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)
Glenis Langley (GL)
Leslie Mooney (LM)

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

Also present: Rachel Leggett (RL) and Tracy Jones (TJ)

1. **Apologies for absence** were received from Margaret Garwood (MG), Judy Tyler (JT) and Dave Wilson (DW)
2. **Declarations of Interest** New Declaration of Interest forms were circulated to the Committee for completion.
3. **The Minutes of the Meeting on 30th October 2018** were confirmed and signed.
4. **Matters Arising** CWT distributed the recent expenditure budget to the Meeting.
5. **Report Items** The Neighbourhood Plan Website is out of date and needs to be updated, the Meeting gave authorization for RL to update it. **ALL**
6. **Update on call for sites work.** A form had been prepared by RL for landowners and land agents. RM and JP volunteered to deliver this form to the following landowners: Spring Farm, PLG, Heathwood, 80A Taverham Road, Greenacres, Wensum Valley Golf Club. **RM & JP**
A leaflet requesting any call for sites was to be put on the following noticeboards: Taverham Parish Council Noticeboards, Taverham Village Hall, Hinks Meadow Hall, Taverham Library, Dragon Palace and Ocean Fish Bar. Leaflets that are placed on any other noticeboards please advise TJ. **ALL & TJ**
A Meeting was arranged for Monday 3rd December at 10am at Taverham Village Hall to discuss designated areas for local green space, RM, CWT, JP, LM, GL, JW and JT agreed to attend.
7. **Report back on Stakeholder visits.** The Meeting discussed who had visited which Stakeholders, TJ to update Stakeholder list. Any new visits please advise TJ. **ALL & TJ**
8. **Exercise – key themes from Stakeholder visits.** Meeting went through comments received from the Stakeholder visits. Key comments received from the Stakeholders were written on post it notes and then placed on sheets with the following key theme headings: community and services, transport and access, business and employment, housing and the built environment and environment and access. The comments received were discussed as a group and the list was updated. Andrea Long and RL to work on policy ideas for the next meeting. Committee members are still to carry on doing the Stakeholder visits, asking questions but digging deeper into issues and why.

9. Update on Character Appraisal work. GL advised the Meeting that she had carried out her Character Appraisal, a report had been sent to the Committee. RL explained to the Meeting why the Character Appraisals were needed and how they would be included in the Neighbourhood Plan. Remaining Character Appraisals to be completed and 5 photos need to be taken of each area and submitted with each report. **ALL**

10. Publicity for consultation events. CWT has been in discussion with Taverham Newsletter regarding advertising for the consultation events. The Meeting was advised that CWT had secured the front page for the January edition. RL had drafted a double sided leaflet, discussions were made as to the leaflet and slight amendments were made. Discussion was made as to what leaflets were to be printed. The Meeting agreed to the printing of 1500 A5 double sided leaflets, 100 A4 posters of the front of the leaflet and 20 A4 posters of the back. Any additional comments or amendments to the leaflet to be sent to RL by the 29th November, RL would then arrange for the printing of the leaflets which would need to be delivered in mid-January. **RL**

11. Programme and dates of next Steering Group Meetings:

- 18th December: policy ideas drafted for consultation
- 8th January, 10am meeting with Broadland District Council
- 15th January: firming up wording for consultation event
- Consultation events:
 - Saturday 26th January, 12noon – 5pm
 - Friday 1st February, 3pm – 8pm

Signed

Date