

Taverham Neighbourhood Plan Steering Committee

Minutes of the meeting which took place at Taverham Village Hall on
Tuesday 27th March 2018

1. Welcome and apologies

Present: Susie Elmes (SE), John Pennells (JP), Margaret Garwood (MG),
Glenis Langley (GL), Nigel Langley (NL), Judy Tyler (JT), Roger Morriss (RM), Dave Wilson
(DW), Janice Whiting (JW) and Brenda Clarke (BC)
Apologies: Chris Wilson Town (CW), Hazel McMillan (HM)

2. Declaration of Interests

There were none

3. Minutes of the last meeting on 21st March.

Proposed GL and seconded MG. All in agreement

4. Matters arising

It was felt that these would be dealt with under headings on the Agenda

5. Outcome of Extraordinary Meeting held by the Parish Council on 26.3.18

BC had sent out notes taken during the PC meeting which JP referred to and updated all members of the group, this showed the result of each proposal.

JP advised of a meeting he had with CW and Sandra Parkinson. The Parish Clerk had contacted Rachel Leggett asking if she was willing to guide the group through the first consultation. The notes of this meeting were handed to SE, showing what Rachel anticipated doing, and costs etc. A show of hands by everyone present agreed it would be very good to have Rachel on board. The Clerk to the Parish Council to advise her of this. after which SE will make contact with her.

6. To finalise printing requirements

Concern was expressed about not everyone knowing what exactly is going on, especially for the printing. The Parish Council agreed the quotes they had procured from Wensum Printers to spend the £366 grant money. The wording on the banner to be confirmed but similar to the flyers and poster slogan with the Logo at each end JT had been sorting out printing and had been discussing printing requirements with Wensum Print. This to be dealt with and finalised hopefully within the next few days.

SE advised that she has taken photographs for the presentation

Se had received a quote of £30.00 for the hire of tables and space for the TNP Presentation on 7th May.

S.E. had the quote for the I Love Taverham stickers as agreed by the group.

25 sheets can be purchased for £10.50 giving 600 badges these can be printed using a template as an ordinary A4 sheet so £2.50 giving a £13.00 quote which together with the Table hire for the third Presentation would be sent to the Parish Council for consideration on 9/4

There has been a really good coverage for advertising, including front page of the next Taverham Newsletter, also Taverham Thorpe Marriott and Drayton Community Website. BC had tried NR8 and Just Drayton and Taverham Magazines, but they need much more notice than we were able to give. BC has also contacted Radio Norfolk.

SE also asked that the cost of £30 required for the booking of tables for the Church Fayre be considered. SE proposed and MG seconded that a recommendation be sent to the Parish Council that these two items be paid for out of money set aside by the PC. SE was advised that there should be three quotes for any purchases, and other members of the group were not aware that a charge of £30 would be made for the tables.

RM advised that the village hall has Wi-fi so at the meeting on 9th April the Parish Council can see how the website is progressing, and will then hopefully agree it can go live on the next day, 10th. BC to advise Clerk to send details on how to get on the website and view it as it stands at the moment to other councilor not on the Steering Committee

Comments on the Starter for 10, including the fact that the tense was wrong. It looked as if the plan had already been done.
BC asked whether or not minutes and agendas should go on the website. It was felt they could, but only for administration purposes, not for the general public to see

7. Finance

SE advised the next grant could be applied for after **The Clerk has made the mandatory accounts return to Groundwork by 14th April (as previously advised).**

The next application for grant monies can then be made but would need to include the Consultant's Fee which is being dealt with by the Parish Council. MG asked again about having a spreadsheet of income/expenditure at each meeting so the group knows exactly how much money we have left, and how the grant money has been spent.

Any Other Business

MG advised that Mike Haddon also did printing work and she handed out example. All agreed this was worth bearing in mind for future use

