

Minutes of the Taverham Neighbourhood Plan Steering Committee Meeting held on Tuesday 31<sup>st</sup> July 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)  
Iain Husband (IH)

Glenis Langley (GL)  
Judy Tyler (JT)  
Janice Whiting (JW)  
Chris Wilson-Town (CWT)

**Also present:** Tracy Jones (TJ)

1. **Apologies for absence** were received from John Pennells, Brian Smith and Dave Wilson
2. **Declarations of Interest** None
3. **The Minutes of the Meeting on 3<sup>rd</sup> July 2018 and Inception Meeting on 4<sup>th</sup> July 2018** were confirmed and signed.
4. **Taverham Neighbourhood Plan Secretary** The Meeting unanimously agreed to appoint Tracy Jones as the Secretary in accordance with the attached Job Description and Terms of Employment.
5. **Matters Arising**
  - 5.1. Questionnaires had been collected from Taverham Junior School, 11 of which were from the 21-40 age group. Comments were very similar to previous questionnaires with a clear view that children wished for improvements to all the parks in the area.
  - 5.2. It was suggested that a letter should be sent to the Dental Practice on Fakenham Road. MG
  - 5.3. It was recommended that JP should visit Wensum Valley Hotel, the meeting was advised that a questionnaire had already been sent to them for completion. It was advised that Wensum Valley Hotel plans were on hold until the Western Link Route had been decided. JP
6. **Report Items**
  - 6.1. **Greater Norwich Local Plan (GNLP) – Additional Potential Sites** The Meeting was advised of the additional potential sites put forward for the Greater Norwich Local Plan.
  - 6.2. **The new National Planning Policy Framework 2018** The Meeting was advised of the document.
  - 6.3. It was reported that Taverham Parish Council had received a planning application from Langley Prep at Taverham Hall for the erection of six new residential dwellings with associated landscaping. Taverham Parish Council had objected to this proposal and had asked for it to be called in.

.....

6.4. It was discussed that when thinking about allocation of land consideration should be given to protecting green spaces. The Meeting was informed that Taverham Parish Council had already transferred Sandy Lane, Thorpe Marriott Green, Hinks Meadow, Ghost Hill Wood and Eastfield to Fields in Trust in perpetuity. Comment was made than if we don't look into protecting land around Taverham it could become part of Greater Norwich.

7. **Revised Project Plan** The Meeting accepted the revised Plan as submitted by Rachel Leggett.

8. **Terms of Reference** In view of changes to the structure of the Committee Discussion was made as to amendments to the Terms of Reference. It was agreed that RM would draft amended Terms of Reference which would be discussed and agreed at the next Meeting.

RM

9. **Finance Report**

9.1. Expenditure to date to follow as and when received from RFO at Taverham Parish Council for July expenditure.

CWT

9.2. **Draft Budget** Discussions was made as to the draft budget received from Rachel Leggett. CWT advised that he would be applying for the Locality Grant in August and the Grant from Broadland District Council at a later stage. There was up to £9,000 that could be applied for from the Locality Grant and £1147 had already been received leaving £7853. CWT to discuss with the RFO at Taverham Parish Council how much of the locality grant to apply for at this time, this is then to be agreed at Parish Council Meeting on 13<sup>th</sup> August. It was agreed that finance was tight and that spending be kept to a minimum.

9.3. **Review Toppixel Website Assistance** It was reported that at present Mike Hadden from Toppixel was being paid £12 per month to host the website and £25 per month for training. Due to illness and resignation not all of the training had taken place. It was agreed that the training fee should continue to be paid for the total 6 month period as previously agreed by the Parish Council. In preparation for the Meeting a training schedule is to be agreed with Toppixel to utilise the unused training sessions. In the meantime CWT is to give Toppixel notice that the training fee of £25 per month is to end at the end of the six month period.

10. **The next Meeting** It was agreed to cancel the Meeting on the 28<sup>th</sup> August. The next Meeting will be The Workshop on Tuesday 18<sup>th</sup> September at 7.30pm, Suite 1, Taverham Village Hall, agenda being prepared by Rachel Leggett. Members of the Taverham Neighbourhood Plan are requested to list potential green areas, establish key themes and write objectives.

ALL

Signed .....

Date .....

## TAVERHAM NEIGHBOURHOOD PLAN

### JOB DESCRIPTION & TERMS OF EMPLOYMENT

**Job Title:**

Secretary to the TNP

**The Role:**

Liaise with Rachel Leggett & Associates, the TNP Committee and other personnel in connection with preparing and circulating documents and information for TNP meetings.

Prepare and circulate Agendas if and when necessary (Primarily Agendas will be prepared and circulated by the Project Manager Rachel Leggett)

Attend TNP meetings, prepare and circulate minutes and undertake any follow-ups in connection with the meeting.

From time to time undertake additional secretarial duties related to the TNP.

At all times complying with Data Protection requirements.

The secretary will be responsible for backing-up & maintaining records of the work undertaken.

**Duration of Employment:**

Up to the successful outcome of the referendum estimated to be end 2019

**Place of Work:**

Varied but within the Parish of Taverham. Should at anytime it be required to travel outside of the Parish of Taverham i.e. Broadland District Offices, travel expenses at 45p per mile (as recommended by Inland Revenue) will be remunerated.

**Hours of Work:**

Varied. Two to Four hours monthly but may average six hours a month during the final stages of the TNP.

**Working Hours:**

Varied depending on TNP meetings, which on the whole are evening based, but occasionally during the day to comply with the requirements of the Project Manager (Rachel Leggett)

**Remuneration:**

Hourly basis at £8.45 per hour.

**Terms of Employment and entitlements:**

Hourly based only. Sick benefit, Pension contribution, Holiday pay are excluded.

The applicant will be responsible for submitting details of employment to the Inland Revenue.

Termination of employment in writing by either party giving one month's notice.

**Method of Payment:**

By cheque issued by Taverham Parish Council against invoice submitted by applicant and approved by the TNP Committee. (The Taverham Council will debit the TNP account with the amount issuing the cheque in the same manner as other providers of service to the Parish Council)

Stationery items, note pads, paper, envelopes, printing and photocopying connected to the TNP and provided by the Taverham Parish office, should be itemised, approved by the TNP committee and debited by the Taverham Parish Council to the TNP account.

\*\*\*\*\*

## TAVERHAM NEIGHBOURHOOD PLAN

### FUNDING FOR 2018 -19

Locality provides grants up to £9000 to support the development of neighbourhood plans. However that represents the total amount per neighbourhood plan rather than £9000 for each financial year.

We received a grant allocation of **£1147.00** (March 2018), primarily to support the establishment of the website (£765) with some money (£382) spent on the preparing for the presentations in April. This means that only **£7853.00** is available from Locality. This remaining grant covers 2018-19 and 2019-20.

Rachel Leggett has provided a draft budget for the whole plan process. Her recommendation is that the Locality grant is spent on professional fees, which is much simpler than having to estimate costs for the various presentations and consultations necessary over the next six months. Rachel recommends that a grant application is made for **£6720.00 for 2018-19.**

#### Action and recommendations requiring Parish Council approval -

**To make a grant application to Locality on behalf of Taverham Parish Council for £6720.00 to support the payment of professional fees connected with the development of the Taverham Neighbourhood Plan.**