

Taverham Neighbourhood Plan Steering Committee

Minutes of the INCEPTION meeting held on Wednesday 4th July in Suite 1 at Taverham Village Hall.

Meeting opened at 10.30am with Roger Morriss (RM) in the Chair

Also present: Chris Wilson-Town (CWT) John Pennells (JP) Janice Whiting (JW) Margaret Garwood (MG) Brenda Clarke (BC)

Also attending: Samantha Salmons (Clerk to the Parish Council) (SS) and Tracey Jones (Office Administration) (TJ)

Apologies had been received from Johnathan Cox, Judy Tyler, Brian Smith, Dave Wilson, Iain Husband and Glenis Langley

RM gave a special welcome to Rachel Leggett (RL) Andrea Long (AL) and Emma Harrison (EH)--- Rachel Leggett and Associates

1. Steering Group and Consultancy Team introductions

Introductions of all present were given

2. Update on progress to date

CWT advised of the 4 presentation the committee had organised. Hinks Meadow, Taverham Village Hall, St. Edmunds Church and Taverham Fayre.

RM advised of split in Taverham. There is a Taverham North and Taverham South. Members advised of organisations they had visited to gain information, which included schools, youth club, dentists, guides, WI etc. CWT also reported on some of the analysis work he had been doing

RL asked if the group had thought about allocation of land. SS updated on the Greater Norwich meetings, and an email she had received this morning regarding additional sites which had been identified. Details not yet been sent to PC's but SS will send details when she gets back to office, and will include RL.

RM advised of Beech Avenue Development and how the developers had listened to the Parish Council and made numerous alterations. For example, there were no 3 storey houses now only 2.5. The taller houses were now going to be placed at

the back of the development rather than at the front. RM advised it looked like a good development now. Pavements and entrance to site more favourable now as well.

RM advised of Marriotts park and the proposed 1,400 houses.

CWT advised of concerns about infrastructure and road traffic, and how the key services in the area are full already.

Taverham is now getting 'cross traffic' due to the fact the NDR has not been 'joined'. It has been requested that the traffic lights which will eventually be at the junction of Beech Avenue and Fakenham Road, be in place before any building in that locality takes place. Queues of traffic are already around this area with the walking community finding it difficult to cross roads.

The community is being overwhelmed, and needs more car parking, busses, and the drop of and pick up times at schools are dire. These matters need to be addressed urgently.

Committee members were asked to write down 3 things they would like to see in Taverham. All read out their comments and these were discussed.

3 . PRACTICALITIES

Frequency of Meetings

Monthly, usually on a Tuesday evening, lasting an hour or just over. They need to tie in with PC meetings

Main Point of Contact

RL suggested the group works as a group and not divide into sub-committees.

People can work on their personal interest and relay information to others.

MG advised that trying to get the website updated is proving difficult as IH is so busy at the moment.

RL advised having a website is being overly transparent on what we are doing, and is good.

It was agreed CWT and RM would be main contacts for RL

RL and Associates will send numerous emails to everyone, and contact either CWT or RM regarding urgent matters

Positions

Chair – 2 Co-Chairs – RM Parish Councillor and CWT Parishioner

*NB - Terms of Reference need to be updated to show this

Secretary – Hopefully TJ after consideration of her appointment on 9th July but BC at the moment

Administration- BC

Treasurer – CWT

RL will do a spreadsheet for the treasurer to help with grant applications

RL advised that a locality grant need to be obtained in advance of work being done by them.

It was felt that the PC would fund this at the beginning allowing Rachel Leggett and Associates to start.

Agendas and Minutes

At present done by BC but RM always checks everything before they are sent out to the committee

RL will now do agenda for meetings

One member of the committee does not have a computer. RL advised this could cause difficulties. JP agreed to ensure DW would have updates

RL suggested there may be a need for the secretary to work more hours per week with the amount of paperwork needed.

Pre Meeting phone catch ups

RL will do these with RM and CWT

Printing of Agenda Minutes and papers

TJ and BC?

Terms of reference

BC to forward copy to RL EH and AL. (*done*) It is noted that wording needs to be changed due to there now being two Co-Chairs

Funding applications

CWT will do these with the RFO being involved where necessary. It will all be done via the PC

Role of the Parish Clerk

Will send off applications for funding and advise protocol to others

Monthly PC updates and reports

RL suggested that these are done and are a good idea. Timings of meetings proving difficult with PC meeting monthly. The PC always had all Neighbourhood Plan sets of minutes at each of their meetings

ORGANISATION

*NB – SS asked if the group had a job description for the secretary. Not at present, but to be discussed at the next meeting..

Timesheets etc.

Suggested that everything group does is written down, each month RL will keep expenses sheet. Payment will be accepted by cheque. SS explained how the payment system at the PC worked BC to send RL details of PC meeting dates (*done*)

Emails

BC to send RL committee details, including emails, telephone numbers, and addresses.(*done*). All committee members have agreed this information can be shared for the Neighbourhood Plan work.

EH gave everyone an email address taverhamsa@gmail.com

This to be used by members should they have any historical details/reports which they felt useful and which could be used. EH was also advised of the Taverham History Group which runs in the village.

Saving Files

RL advised her files are backed up and on memory sticks

Working Days and times

RL works 9am until 3pm

RL EH and AL advised that they have children and that the group will not hear much from them during the school holidays, particularly during August

RL recommended the group takes out a subscription for Parish Online. The cost of this needs to go in the funding bid. *Cost of subscription to be investigated*

Projector

RL can bring a projector along. RM advised that the PC has one

Relationship with BDC

Members felt BDC were quite easy to work with. CWT is meeting with Richard Squires and Vicky West next week regarding help with funding applications.

COMMUNICATION

Communication Plan

RL suggested not facebook/twitter. The group needs to go to the people. Always promote the website.

CWT advised of lack of responses from the 21 – 40 years. Those people now appear to use Snapchat.

The local Thorpe Marriott, Drayton and Taverham Community website is well used in the village. The Taverham Newsletter is a valuable source of information as well. Copies given out for information

Next Steps

BC advised the next meeting booked was for **31st July**, followed by **28th August**

RL advised it would be a good idea to sit down and look at the project plan on 31st July , as well as the budget, ready for September. RL to send information to CWT.

RL suggested another workshop meeting in September, and one in October

Date of **18th September 7.30 start here at TVH.**

Key Themes

Gaps

Objectives

Scooping reports from EH

Policies AL

Revised Project Plan

A further meeting is to be booked for **2nd October start at 7.30 here at TVH**

BC to book these 2 dates and email everyone when they have been confirmed by the VH secretary (*these 2 meeting dates have been confirmed*)

RL gave a Contract to the PC which had been signed by herself and her two associates. It was suggested the Chair of the PC and Clerk should also sign this document.

The meeting finished at 12.20

RM and JP had made arrangements to give RL EH and AH a tour of the lovely community of Taverham

Reminder next meeting Tuesday July 31st at 7.30 Suite 1 Taverham Village Hall.