

Minutes of the meeting of the Taverham Neighbourhood steering Group for Tuesday 6th March 2018 – Taverham Village Hall 7.30pm

1. Welcome and Apologies

Present:

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

Apologies: Rosemary Brown (RB)

A special welcome was given to Karen Hooper (KH)who responded to a recent community facebook update on the Neighbourhood Plan(KH) was given an agenda and stayed for the meeting

2. Declaration of Interests

None

3. Minutes of the last meeting and matters arising

There was a concern that a second set of minutes had been sent out showing matters which had not been agreed by the committee. SE advised of urgency to get a quote for Top Pixel to get started on our website.

SE advised that the request for this confirmation had been made by the Parish Council Clerk so that the Top Pixel quote could be raised and voted on at the Parish Council.

MG queried this and suggested that the first set of minutes sent out be agreed, as the group had discussed the various aspects of the website and what was required. MG CW JW and NG agreed to form a website sub committee.

The original Minutes were agreed by CW and seconded by HM.

The Parish Council had signed off the grant money which would enable payment to be made for work on the website once the quote is approved.

The Parish Council will vote on the Top Pixel quote at the 12th March Meeting and will hopefully agree it. The Grant money was received by the Parish Council on 2nd March. All grant money spend must be approved at the Parish Council meeting on 12th March in order that the invoices are paid by 31st March.

It was agreed by all present that in future anything which needs approval/a decision made by the Parish Council, needs to be typed in red on the minutes. BC will check, and update the Clerk on a regular basis from now on.

It was agreed that an addendum be sent to the first set of minutes for the Parish Council meeting, mentioning items marked in red in our new copy minutes. This would inform them of the URGENT decisions which need to be made

The Parish Council had already been sent an updated version of the minutes (writing in red) and these had been added to the councillors pack for Monday evening. This means it will be discussed at the meeting.

JP agreed although this would be very short notice the Parish Council could discuss the Neighbourhood Plan new minutes on Monday.

It was reiterated that the Steering Group cannot enter into any contractual arrangements involving finance. The group would from now on, ensure correct procedures are adhered to, but did agree it was the shortness of time to get the grant submitted. (money now received) which caused the problem. The Grants are applied for by the Steering Group but it is the Parish Council who accept them, receive them and authorise expenditure.

Matters arising

CW had reported that Tracey had given him a financial update and confirmed the workshop- costs were paid in January but not added to the budget.

CW also advised he left the meeting early last time so did not put his name down on a rota for helping out. BC advised that from 5pm onwards on 17th April at Hinks Meadow would be helpful.

The group was reminded about the Greater Norwich Roadshow next Monday. Flyers giving details of our Presentation Events will be available and any members attending throughout the day can hand these out to visitors.

Janice agreed to put leaflets through doors when she did a leaflet drop for the Taverham Players production.

The Consultant's Brief had been circulated by email to all members of the Group in the previous week. The Group wished the Consultant to start in September and the Brief has been accepted by everyone. A copy of the documents had been sent to the Parish Council for agreement and sending out - a return date needed to be added to the letter. SE explained that it was in the Parish Council's remit to contact the four Consultants listed, collect the tenders, arrange interviews (possibly inviting Steering Group representation) and appoint. Only then would the Steering Group be able to make a Grant Application. The timings to carry out these procedures adhering to monthly Parish Council meetings would be

challenging. JP confirmed this was the correct procedure and there were no options to proceed more quickly.

4. Update on website

NL had met with Mike Haddon and would forward a report to members of the group of the outcome. After a lengthy discussion when JT questioned the lack of a survey on the website since this was mentioned in the presentation, and had been one of the items required by the committee. She felt this was a necessary requirement as did several others. It was agreed this would be reviewed by the subcommittee. **The date for the website to go live would have to be after Mike Haddon had received payment for his invoice which was being presented at the Parish Council Meeting on 12th March.**

The Steering Group recommended that Mike Haddon should be appointed to produce the website and recommended that approval be made by the Parish Council for that. Mike Haddon can't be appointed until the finances have been agreed.

5. Stakeholders Questionnaires

SE read out a questionnaire she had prepared specifically for Residential Homes. She asked if HM (who had identified the elderly as her area of interest) if she would visit the various homes in the village possibly with RB.

MG advised she had prepared a question for educational establishments and had a response from THS (Taverham High School). She had also visited the medical practice and is awaiting the return of the questionnaire as discussed with the Practice Manager. She would also go to the dentist on Fakenham Road.

JT offered to visit the Dentist in The Street. The same set of questions need to be used for these visits.

BC queried the Data Protection issues and it was agreed that possibly a signed statement could be needed from each establishment visited agreeing to their data being stored on the website. BC to take advice on this. Obviously Mike Haddon, if appointed, will, again possibly need to sign a statement. Again, BC to take advice.

GL had visited the Victoria Road Shops with some success but needed to return and would get the necessary signatures if needed.

6. Comments on Breck Farm Lane Developmen

RM handed out three 3 maps on boards to SE which had been given out at the planning meeting recently held at the Parish Council, for display at our Presentations. The Developer answered questions which had been sent in by members of this Committee via RM who is Chair of the Planning Committee. The time frame for building is 2/3/4years in different phases.

7. Consultation Days

SE had bought in various small stationery items for the presentations for the group to look at. She was prepared to take things back if required. **It was agreed that these items should be purchased, the receipt would be sent for payment at the Parish Council. meeting on 12th March (included in the Grant Application)** SE had prepared flyers for printing. **Copies were shown around and one selected.** KH suggested the type face be changed from capitals and BC recommended Comic Sans font, as being more easily read by dyslexics - red print could be considered. The Parish Clerk had been asked to photocopy 100 sheets 200 flyers (some available for Monday's Roadshow). The three printing quotes for 500 flyers in colour had been £80. **The Parish Council charge £10 for 100 sheets (£20.00 included in the Grant Application) this would avoid wastage as well as saving money.**

8. AOB

BC took KH's details and advised she would be in touch within the next couple of days

With no other matters to discuss the meeting closed at 9.30pm

Next meeting Suite 1 Taverham Village Hall Wednesday 21st March at 7.30pm