

MINUTES OF THE TAVERHAM NEIGHBOURHOOD PLAN STEERING COMMITTEE  
HELD ON 6TH SEPTEMBER 2017 AT HINKS MEADOW HALL

This being the first meeting of the newly formed Steering Committee Roger Morriss took the chair. No formal Minutes were taken at the meeting and members present are asked to add any items missed that need to be included at the next meeting.

MEMBERS PRESENT

John Pennells, Roger Morriss, Janet Latchford, Judy Tyler, Rosemary Brown, Sue Elmes, Glynis Langley, Nigel Langley, Hazel McMillan, Janice Whiting, Chris Wilson-Town.

APOLOGIES

Brenda Clarke, Margaret Garwood, Dave Wilson.

INTRODUCTIONS

Everyone introduced themselves with a brief outline of their background and interests. The Councillors described their specific roles on the P.C. and how they would not necessarily attend every meeting but would definitely attend when required.

APPOINTMENTS

Sue Elmes offered to stand as Chairperson

This was proposed by Hazel McMillan - seconded by Rosemary Brown

The Councillors explained that the Treasurer would need to keep a clear record of expenditure dealing with invoices but there would be no separate bank account, with all payments being made directly by the the Finance Officer of the P.C.

Chris Wilson-Town offered to stand as Treasurer

This was proposed by Judy Tyler - seconded by Sue Elmes

Brenda Clarke had offered to be Secretary/Administrator

This was proposed by John Pennells - seconded by Janice Whiting

TERMS OF REFERENCE

As a number of the members had been unable to attend previous meetings a general discussion followed with Roger and other Council Members giving a brief resume of the needs and requirements for a Neighbourhood Plan.

It was agreed that Richard Squires and or Vicky West be invited to the next meeting to further clarify procedures and particularly assist with the Terms of Reference document.

Hard copies of "Suggested Terms of Reference" previously prepared by the P.C. were given out and useful websites:- [www.broadland.gov.uk/neighbourhoodplanning](http://www.broadland.gov.uk/neighbourhoodplanning) where copies of all completed village plans can be found. John had a copy of Mattishalls draft plan which was

handed round and Taverham Library have some copies of Neighbourhood Plans already adopted. Sue Elmes agreed to borrow these for the next meeting.

The website [www.mycommunity.org.uk](http://www.mycommunity.org.uk) was also recommended as it gives lots of information under Good Councillors Guide and Technical Help.

John advised that the P.C. had already put aside a sum of £10,000 (possibly £15,000) for the Neighbourhood Plan but money to complete the task should first come by applying, via Broadland D.C. for a Government Grant of £9,000 (a subsequent grant of £6,000 is also available). The first step would be to complete the "Terms of Reference" which would need to be submitted to the next P.C. Meeting on 9th October (this needs to be presented by 2nd October). Janet offered to check and book the No.1 suite at Taverham Village Hall for Wednesday 13th September for 7.30pm.

A general discussion followed with the Councillors advising their views on the necessity of a Consultant to assist in the preparation of the Plan, some had been to a seminar and recommended Rachel Leggett. The Group all agreed the appointment of a Consultant was vital. The appointment would have to go out to tender (there are probably only four possible consultants to ask and only two relatively local) but an Invitation to Tender document would need to be prepared. Sue Elmes agreed to contact Consultants to ascertain their availability.

The need for a website was talked about and Members were asked to submit details of any one they knew who could provide this. Rosemary knew of someone and Margaret Garwood had advised she knew someone at the previous meeting. Any details of website designers should be brought to the next meeting.

In answer to a question from Janice regarding other residents joining the Group at later meetings, this was ruled out by the Councillors on the grounds that it would become unruly and difficult to manage, although they anticipated that there would be meetings open to the public and there would be opportunities for extra helpers needed with the collection of Residents Views and eventual referendum.

The Meeting finished at 9.15pm - Next Meeting to be held on 13th September 2017 meeting place to be advised.