

## Minutes of the meeting of the Taverham Neighbourhood Plan Steering Committee held on 8<sup>th</sup> November 2017

**Present:** Susie Elmes, Brenda Clarke, Chris Wilson-Town, Janet Latchford, John Pennells, Roger Morris, Dave Wilson, Hazel McMillan, Glenis Langley, Nigel Langley, Janice Whiting and Margaret Garwood.

**Apologies:** Rosemary Brown and Judy Tyler.

Susie welcomed everyone to the meeting.

### **Minutes of the meeting on 11.10.17 and matters arising**

The minutes were agreed and signed by Susie.

There were no matters arising.

### **Declaration of Interests**

There were none.

### **Update from the three members of the committee who had attended the Network Meeting at Broadland District Council on 2<sup>nd</sup>. November**

Chris, Janice and Nigel attended.

Nigel explained that other steering groups appeared to be floundering and that he felt that once we have attended the workshop on 30<sup>th</sup> of this month, the information should be clearer and it should be much easier for us as a group. He also stated that some groups had been going for up to 2 years and do not appear to be any further along than we are.

Nigel met Rachel Leggett, and advised she was a very approachable person and he is confident that she will make things much easier for this group when we attend her workshop.

Chris advised that Taverham was a 'fringe parish' and sits immediately under Norwich. The Broadland Plan will mean that we will be working on a basis of a local plan.

As a steering group we need to identify our key principles as soon as possible and get our plans out to the community. Our final plan must be focussed very strongly on evidence and justification.

The group has the potential for meeting with accredited examiners. They would be able to give a health check.

Chris recommended that we look at the Broadland Neighbourhood BLOG.

It has been confirmed that £23m. is available over the next four years with Individual villages being able to apply for £15,000. The £6,000 B.D.C. Grant was also still available (to be allied from after the Government Grant).

Wroxham Neighbourhood Plan committee met many problems with having to take into account the Broads authority.

This group would need to take into account Anglian Water and other agencies.

### **Workshop with Rachel Leggett on 30<sup>th</sup> November**

Susie had kindly offered to hold it at her house as there was no hall available in Taverham for a full day at such short notice. She would buy in lunch & refreshments.

John, as Chair of the Parish Council advised that it was not possible for meetings such as this to be held in a resident's home since there were going to be members of the Parish Council and this would compromise their positions. It was felt that it was not a Meeting or Social Occasion, it was a training workshop with a focussed agenda.

Brenda agreed to speak to the legal department at BDC first thing tomorrow about the legalities of this. She will ring, John and Susie after she has spoken to them. Janet offered to try and find another venue, should we not be able to meet at Susie's.

*(I telephoned at 9am the next morning and spoke to Martin at the legal dept. BDC. I had to give him details of the proposed workshop. I also told him the name of the Chair of the Parish Council and confirmed there would not just be parish councillors at the Workshop, but parishioners as well. He said it was perfectly OK to hold the said meeting. I then telephoned John, Susie and Janet to update them. BC).*

A quick discussion took place regarding Rachel's proposed Agenda (orange copy – Getting your Neighbourhood Plan off to a Flying Start).

A query was made about the item stating walking around the village. John advised it just meant that a map of the village would be discussed. The committee would not physically have to walk around that day.

Margaret had sent a list of items for discussion at the workshop. It was felt the committee needed to know about statutory regulations for Anglian Water and other agencies, such as Natural England and the Environment Agency, SSSI areas, as well as public and private wooded areas. Taverham has a significant amount of woodland area.

Mrs. Latchford will take home a map and mark off on it all the wooded areas, colour coding them into private, public and deed of dedication land. She did advise that the Victoria Plantation is privately owned but does have tree preservations on it. This is only a start for the group to get to understand.

### **Nigel's Template Plan**

Nigel agreed that this could be left for the time being. The next important thing to focus on will be the workshop, which he is convinced will help the group move forward.

### **Finance – Update from CWT**

Chris reported he had met with Tracey the RFO (Responsible Finance Officer) of the Parish Council. They will be in regular contact from now on. Out of the £15,000 put aside by the Parish Council for the Neighbourhood Plan, there is £13,576.00 left. Money has been spent on the hire of halls and photocopying, as well as previous training for the working party. There will be no petty cash account, as all payments will be made internally, for the time being. Tracey is however emailing colleagues at other parish councils to see what process they use for expenses. When it has been sorted, it will come back to this group to be finalised.

Chris also advised that he had not put anything in the next edition of the newsletter, as there was nothing to really say at the moment. After the workshop, the community should be able to be updated a little in the Taverham Newsletter.

### **Skills audit**

All agreed to wait until after the workshop and talk more about this then.

### **Dates of next meetings**

The next meeting for December has already been booked for 13<sup>th</sup> December at 7.30 Suite 1 Taverham Village Hall.

Janet agreed to book the next 4 dates for January, February, March and April. These to be booked at Taverham Village Hall. We could possibly look at going to Hinks Meadow for some meetings after that.

The dates were chosen so that they fit in better with Parish Council Meetings :-

Wednesday 17<sup>th</sup> January

Wednesday 21<sup>st</sup> February

Wednesday 21<sup>st</sup> March

Wednesday 18<sup>th</sup> April

All will be in suite 1 and start at 7.30pm

*(Since the meeting Janet has had confirmation from the Village Hall secretary that these dates have been booked – so please make a note in your diary).*

With no other matters to discuss the meeting closed at 9.40pm.