

Minutes of the meeting of the Taverham Neighbourhood Plan Steering Group which took place on Tuesday 19th June 7.30pm

In the absence of a Chair and Secretary John Pennells took the Chair and opened the meeting

1. Welcome and apologies

Present: Roger Morris (RM) Judy Tyler (JT) Janice Whiting (JW) John Pennells (JP) Iain Husband (IH) Margaret Garwood (MG) Dave Wilson (DW) Brenda Clarke (BC) Brian Smith (BS)

Apologies: Chris Wilson-Town (CWT)

2. Declaration of Interests

There were none

3. Election of Chairperson

JP Advised of recent discussions regarding the Chairperson position. It was felt that to share the workload there would need to be two Co-Chairpersons. RM from the Parish Council and CWT from the Parishioner on the Steering Group. MG proposed this. JT seconded the proposal and all present in agreement with this decision. (The Terms of Reference would need to be changed in due course)

JP handed over to RM to Chair the meeting

At this time a discussion took part regarding new members coming on the committee. The group were pleased that BS had attended once more. JT advised of a Robert Tickner who was eager to support us but worked in London 3 days a week and was unable to attend meetings. BC advised of Les Mooney who was supposedly interested in joining the group, but had not replied to emails.

BC advised that she had recently spoken to Janet Latchford who asked that the group be reminded that she was available to attend meetings if required if any information on traffic, parking etc. was required.

RM had approached Janet and asked if she would like to be the Treasurer of this group, but she had declined this offer. RM had also enquired if she would assist CWT in grant applications etc. To date Janet has not responded to this request.

CWT has agreed to continue as Treasurer at this time

MG and IH had met and are getting the website sorted. Margaret is assisting Iain at present. If anyone has any photos please forward them to IH and he will see about putting them on the website. It was noted that Susie still had photos on her camera. It should also be noted that RM and BC had forwarded their photos to CWT. *(Perhaps you can forward them on Chris)*

BC advised that on the file returned by Susie, there were details of the walkabouts should they be needed for the website. BC has sorted out a Chairman's file which she will give to RM and also a file for the new Secretary, who she will meet to handover paperwork when her position has been agreed.

4. Election of Secretary

It had previously been suggested that a paid Secretary be appointed. The Parish Council has considered this and Tracey Jones, at present working in the council office has said she would be prepared to take on this role. This would mean payment of wages could automatically be done through the office. The salary and hours would need to be sorted. It would be on an hourly basis. GL proposed this recommendation and MG seconded it. It was agreed that once hours and salary were sorted, a request for payment of this could be via our next grant application.

It was asked that it be minuted that thanks should be given to BC for all the work she had done over the last few months as secretary. BC will continue with admin. work.

5. Taverham Fayre

Details discussed included – JP to supply gazebo. CWT has been in touch with the Junior School who are happy to lend display board, with feet, hence less tables required and he will not have to pick boards up from BDC. The rota was sorted with JT RM JW IH CWT being there most of the day. GL and MG may be available

and will turn up if they can for a short stint. A Kevin Cowen has told CWT he is available to help as well. CWT to confirm that the big banner is in the box given to him by Susie Elmes. BC gave raffle tickets, poster and prizes to JW for the day, and also colouring items for children to JT. JW also has the large map for sticky dots now and will clean it up and bring it along to the Fayre.

6. Full discussion of Consultants Applications

The Parish Clerk had emailed copies of both sets of paperwork to all committee members. Rachel Leggett and Associates and Small Fish.

BC was concerned about the Small Fish quote and felt that although the committee were now more confident in what they were doing, it would be concerning if we tried to do a lot more ourselves and then found we could not move on without additional help and we had accepted the smaller quote. Rachel Leggett would be with us supporting us all along the way.

DW advised Rachel had provided 2 very good workshops, including good power point presentations and provided details right from the very start. He thought as did others attending Rachel was very professional when working with us.

RM updated IH on what had happened to date. It was agreed that we need to forge ahead. DW proposed we accept Rachel Leggett's quote. MG seconded this proposal. All in agreement.

CWT had said that he would favour a meeting with both Consultants if necessary. However it was felt everyone at this meeting were in total agreement Rachel Leggett and Associates should be appointed.

RM asked BC to contact Rachel to arrange a meeting a.s.a.p. BC to ask for 2 or 3 dates she would be available

CWT would then need to start a grant application

BC to keep Clerk of Parish Council in loop at all times

A recommendation needs to go to the Parish Council that Rachel Leggett and

Associates be appointed as our Consultants. The 9th July is the next Parish Council meeting

The Parish Council agreed the request for photocopying charges, and also for Taverham Fayre raffle items, at their last meeting

BC has spoken to Sam who will do copies for Schools and Taverham Fayre on Thursday

CWT has arranged for Taverham Junior School to have questionnaires sent out with all pupils. This will be at no cost to this committee. The School Council is also being involved.

BC is visiting the Youth Club for their comments tomorrow.

The questionnaires were discussed which had already been handed to local businesses. It was agreed there is still a little 'concern' over data protection, but all agreed these need to be analysed and reported on the website. To be discussed further at another meeting. It was agreed the same questionnaire needs to go to all businesses.

At this time, when asked Brian Smith still wanted to keep his options open as to joining the committee

The meeting closed at 8.30pm