

Minutes of the Taverham Neighbourhood Plan Steering Committee Meeting held on Tuesday 12<sup>th</sup> February 2019 in Taverham Village Hall Suite 1, at 7.30pm, when there were present:

Roger Morriss in the Chair (RM)

Brenda Clarke (BC)  
Margaret Garwood (MG)  
John Pennells (JP)

Judy Tyler (JT)  
Janice Whiting (JW)  
Chris Wilson-Town (CWT)

**Also present:** Rachel Leggett (RL) and Tracy Jones (TJ)

1. **Apologies for absence** were received from Johnathan Cox (JC), Glenis Langley (GL), Leslie Mooney (LM) and Dave Wilson (DW).
2. **Declarations of Interest** None
3. **The Minutes of the Meeting on 15<sup>th</sup> January 2019** were confirmed and signed.
4. **Finance Update** CWT advised the Meeting of the monthly outgoings and what future grants he would be applying for.
5. **January/February consultation on policy ideas**
  - 5.1. RL had forwarded the Committee a draft of the results and analysis on draft policy ideas from the consultation events. It was felt that the amount of responses and comments received so far had been poor. 21 online responses were still to be included in the results and the deadline for commenting online was the 18<sup>th</sup> February.
  - 5.2. Detailed discussion took place as to policy ideas. RL made notes in order to move the policy forward.
  - 5.3. RL advised the Meeting that the evidence base may need to be looked into further, this would be discussed at future meetings as to who we need to talk to.
6. **Site allocations work.** An update was given to the Meeting.
7. **Policy writing and steps from here.**
  - 7.1. Andrea Long to draft set policies for Taverham ready for the next Meeting on the 12<sup>th</sup> March.
  - 7.2. The Meeting was shown other villages Neighbourhood Plans.
  - 7.3. RL advised the Meeting that in May the Plan would be ready for the Steering Committee together with a Sustainability Appraisal.
  - 7.4. An exhibition to be planned at the end of June/early July to put up the policy content of the plan for a pre-submission consultation
  - 7.5. It was agreed to have a gazebo at the Taverham Fayre on the 29<sup>th</sup> June to raise awareness of the Neighbourhood Plan.
  - 7.6. A document on policy writing had been sent to the Committee to read. RL discussed and highlighted points from the document with the Meeting.

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**8. Training.** JT, CWT, MG and JW agreed to attend a workshop at Broadland District Council on 25<sup>th</sup> February. TJ to advise BDC who will be attending. **JT, CWT, MG & JW**

**9. Next Meeting Date**

- 12<sup>th</sup> March next Steering Group Meeting
- Future Meeting dates were discussed, it was agreed to change the Meeting date of the 28<sup>th</sup> May to the 4<sup>th</sup> June. BC to liaise with Taverham Village Hall and TJ as to dates and venues and distribute revised dates and venues to group. **BC & TJ**

Signed .....

Date .....