

**Minutes NOW NF Administration Committee Meeting
7.15pm Tuesday 16th August 2022 at Merchant's House**

1) Attendance: SW (chair), SJ, PC, HM, PG, CS, JF (minutes), SR (visiting member)

Apologies TB, LN

2) next Admin Committee meeting: Tuesday 30th August at 7.15pm at Merchant's House.

3) Minutes of last meeting: approved

4) Matters arising and actions:

- a. Create something for our website about Neighbourhood planning **Action: JF ongoing**
- b. Local authority responsibilities: The Council has "a Statutory Duty to give advice or assistance to designated neighbourhood forums in connection with facilitating the preparation of neighbourhood plans." (from website)
- c. copies of previous Northern City Centre Area Action Plan:
 - i. council has no spare hard copies, library only has a reference copy, but NCC have sent us a PDF
 - ii. copies of the data maps from the Plan are available from NCC in two different formats. Therefore await appointment of a consultant and ask for format they want. **Future action: SJ**
 - iii. Resources: NCC has provided a long list of Evidence sources

5) Networking: Request if we can be put in touch with a more experienced group:

- a. PC is investigating getting in touch with South Newnham Neighbourhood Forum in Cambridge. **Action: PC, on hold***
- b. Contact has been made with people with experience of the Plumsteads' Neighbourhood Plan: **Action: SR, on hold***

***Note:** after much discussion it was thought we should focus more on getting on with our plan rather than trying to get in touch with other groups as there seem to be no easily appropriate ones

6) Next full Forum Meeting:

a. **Results of survey (SJ)**

Only 17 replies. However overall picture:

- About 50/50 for in person or a mix of in person and on-line
- One person cannot do on-line, one would find in person hard
- Mondays and Wednesdays probably best days...early in week better than later
- 5.30pm to 6.30pm best start time
- Alternatives: Saturday 10am; Sundays 2 and 3pm

b. **Meeting date/time/venue**

- In person this time
- Monday 12th September 6.30pm **Action SJ: send notice by 22nd August**
- Venue: St Augustine's (as probably can have free in warm weather) **Action: CS**

c. **Purpose and agenda**

- Main purpose is to present the proposed general headings for the plan and: **Action SJ send to PC**
 - Explain these using the data accrued to date **Action: SJ, PC**

- Have a vote to approve adopting these and using them for ongoing outreach with the public community for feed back

Note: if the meeting is not quorate then we will use an email survey technique to get people to vote on this.

- Also include: Reminder of the general purpose and actions required of a Neighbourhood Forum...presentation no longer than 10 minutes **Action JF**
- Business of the Forum: to include approval of the extra Administrative Committee members (see below under AOB)

Need other venues: research Silkfields , Voluntary Norfolk building etc. **Action PG**

7) Outreach:

- a. Feedback on walkabouts: felt to be very useful for building group identity and finding out about the area, but not particularly well attended, especially second one which had to be curtailed because of the heat.

- b. **Future walkabouts** **Action: incl Publicity SJ, PC**

i) Tuesday 6th September 5.30pm from park by Merchant's House

Two further walks to tie in with Heritage Open Days:

ii) Saturday 10th September 5.30pm from park by Merchant's House

iii) Wednesday 14th September 5.30pm from park by Merchant's House

8) Finance:

a. CIC versus outside account holder

- i. PC has obtained quotes for Accountancy if we create a C.I.C. (Community Interest Company) of £800 - £1000 per annum

To note also, there are initial set up costs for both Community Benefit Society/C.I.C in addition to these annual accountancy costs.

- ii. However most Forums' finances are held by another body so a CIC is not needed.

PC to make contact with NCC re this again now we are designated **Action PC**

Vote of thanks from the committee to Pipa for all her hard work on this.

- b. **Grant applications:** Write lists of what we might include. **Action: PC, JF, SJ**

Note: as we are a deprived area we can apply for extra grant funding.

9) Technical Support: Need to discuss what we apply for: **Action: PC, JF, SJ**

10) Website:

- a. Now on new server and much easier to update: send materials to SJ

- b. Add link to the new Ash Sakula Anglia Square plans **Action: SJ**

Note: the committee reaffirmed its position that it will not get involved in the Anglia Square debate, but will assiduously signpost people to all the information via our website.

11) AOB:

Timeline: fill in the Locality **Project Planning Tool** **Action: SJ, HM, JF**

Co-option of members to the Admin Committee: three new members will need to be approved by the Forum at the next General meeting: **Action: SJ general meeting agenda**