Minutes - Monday 12th September 2022

General Meeting - 6:30pm at Saint Augustines Church Hall

1. Attendance and confirmation of membership of those present

Members attending in person (12 members): Judith Ford* (Chair), Stacey-Louise Wilson* (Vice-Chair), Simeon Jackson* (Secretary), Hugh McGlyn*, Carrie Sant*, Frances Cooper (leaving early), Hilary Wakeman, Therese Bennett, Fred Capon, Robert Meyers, Pam Gardener*, Lisa McIntyre

Members watching and voting online (15 members): Evan Hancock, Timothy Waite, Tony Balsdon, Oliver Chastney, Nicholas Jackson, Tim Fenn, Martin Claxton, M Soffker, Grace Willmoth, Owen Jenkins, Frances Cooper, Jemima Jackson, Rachel Jackson, Howard Green, Sarah Randall*

Total number of voting members: 27

Supporters attending in person: Pipa Clements*

Apologies (including both members and supporters): Jim Durrant, Patricia Axelrad

* = Members of administrative committee (current at end of meeting)

2. Minutes of the previous meeting

Simeon provided a brief summary of the items from the previous agenda, and gave an update on things that had changed since then. **A motion to approve the minutes of the previous meeting held on the 19th February 2022** *was proposed by Simeon Jackson and seconded by Hugh McGlyn. The motion was agreed with 22 votes for and 5 abstentions.*

3. Presentation on writing a neighbourhood plan

Judith Ford gave a presentation to the meeting about neighbourhood planning, which can be viewed again on our YouTube channel at: https://www.youtube.com/watch?v=0S70gmxMTrE

4. Neighbourhood plan headings

Simeon Jackson gave a presentation to the meeting on the proposed neighbourhood plan headings, including how we came up with them, what we are intending to do with them, and what might be included under each heading. The presentation can be viewed on our YouTube channel at: https://www.youtube.com/watch?v=VWjrQaC_cgM

Method

The neighbourhood forum produced a survey which could be filled in online, or using postcards that were available at local events and in local stores, asking three questions about the neighbourhood area: "what do you like?", "what don't you like?", and "what you would like to change?". We then looked through the headings that were using in previous policy documents for the area, and matched these up against the things people had raised in the survey, as well as headings suggested to us by advisors at neighbourhood planning experts Locality, to come up with headings that covered the issues people raised in a logical manner.

How the heading will be used

The headings themselves are the intended overall structure of our neighbourhood plan, around which we will plan our engagement and neighbourhood plan writing. For each heading, we are intending to:

- Collate documents and evidence that already exists that relate to that heading

- Hold workshops where members and other stakeholders can discuss possible policies and principles to be included in the plan
- Based on the outcomes of those workshops and events, write policies that seek to address the issues raised

The headings

The headings were presented, along with quotes from responses to the survey that showed the type of thing people were concerned about under that heading, and what type of thing that heading would cover (which could become sub-headings when it comes to writing the plan).

Motion: to adopt the headings of the neighbourhood plan as proposed:

- **Introduction & Context**
- **Sustainable Development Strategy**
- **Living and Working**
- **Regeneration and Identity**
- **Public Realm and Open Space**
- **Infrastructure and Access**

and instruct the administrative committee to develop community engagement opportunities related to each heading (e.g. workshops, surveys, walkabouts).

The motion was proposed by Simeon Jackson and seconded by Stacey-Louise Wilson. The motion was unanimously agreed.

5. Admin committee membership

Legally, the forum membership must remain the decision-making body of forum, and therefore we can only delegate administrative tasks to the administrative committee, not decisions on planning issues. This is why decisions of this nature, such as item 4 above, must be made at these meetings. The administrative committee does things like organise meetings and events, liaising with the council and other organisations, producing briefings and material for meetings, and publishing relevant information on our website.

Since the last meeting, we have had one person stand down from the administrative committee (Therese Bennett) who we thank for her input, and two people have been co-opted, and may now be officially appointed by the forum:

Pam Gardener *was nominated by Stacey-Louise Wilson and seconded by Hugh McGlyn. Appointed with 24 votes and two abstentions.*

Sarah Randall *was nominated by Stacey-Louise Wilson and seconded by Therese Bennett. Unanimously appointed with 26 votes.*

7. Report of the funding and support situation

We are currently considering grant funding for the Forum's work to develop a neighbourhood plan. Grant monies can be applied for to cover spending, within the parameters of the grant, to year end March 31st 2023.

To receive such funds as a designated forum we need to either find an accountable body to hold and administer these grant monies on our behalf, or we need to become an accountable body to hold and administer such monies (for example by creating a Community Interest Company or a Community Benefit Society). We have asked Norwich City Council if they would become our accountable body (as other city councils have done for their local Neighbourhood Forums) and we are currently awaiting their response. We have also considered becoming an accountable body, however this would require the work of an accountant and we do not have funding for such, though should we be able to find an accountant able to offer this service without charge, that would be most

helpful. There would also be registration fees if we were to create an accountable body and these costs would also need to be covered. Both accountancy and registration costs are not funded by Locality grant funding, as such they need to be provided either voluntarily from within the community or via a different funding source.

In summary, whilst we are unable to submit a grant application until the accountable body issue is resolved we can work to prepare a grant application. This application to be submitted as soon as the issue is resolved. This is what we are now working towards with a view to funding activities that will enable the Forum to work and to engage with the local community in developing a neighbourhood plan in this area. We would be very happy to hear from members or supporters who may wish to volunteer some of their skills and help with this aspect of the Forum.

We are also able to continue to receive technical support from advisors at Locality. We continue to make use of this service.

Motion to request that the administrative committee puts together a grant application and application for technical support from Locality, and submits when able to.

The motion was proposed by Stacey-Louise Wilson and seconded by Fred Capon. The motion was unanimously agreed.

Meeting ends