

DRAFT RECORD OF MEETING OF SALHOUSE VILLAGE PARISH PLAN STEERING GROUP,
THURSDAY 17th January, 2008

Record of Meeting of Salhouse Village Parish Plan Steering Group held at Jubilee Hall on Thursday 17th January, 2008. The meeting commenced at 7.35pm.

Present: Pat Gallanders (PG) Chairwoman, Malcolm Prestwood (MP) Vice Chair, Robert Cooper (RC), Michael Jordan (MJ) Displays, Kerry Robbins (KR) Julie Bendy (JB) Secretary, Gerry Crombie (GC), Ann Prestwood (AP).

Apologies for Absence: Andrew Musgrave (AM Treasurer) – work commitments, Colin McCormick (CMcC) – work commitments, Jenny Rose (JR) – family commitments, Tim Nelson (TR) family commitments.

APPROVAL OF MINUTES:

A typing error amendment was made to the minutes of the previous meeting. KR proposed their approval, GC seconded. Minutes approved.

ACTIONS ARISING:

November 22nd

1. **Meeting with Landowners.** This must now be arranged. Ongoing – AM.
2. **Printing Costs.** Ongoing – MP.
3. **Conservation Report.** PG will liaise with BDC Conservation Department regarding the format of the Conservation Report. Ongoing – KR, PG.

December 6th

1. **Hours.** A record of these must be sent to AM prior to the next meeting.
2. **WG Reports.** All comments have been actioned except that relating to Network Rail and Station Road bridge where it was felt that the responsibility should rest with NCC.
2. **Remaining Prizes.** The prizes were not used before Christmas and the Youth Club committee will determine the next occasion on which they can use the prizes and submit the proposal to the SSPG for approval. RC suggested that 2 of the Broads Tours tickets should be donated to the Senior Citizens' Afternoon Tea raffle. AP seconded. Proposal approved.

Actions:

- Itemise hours for AM **All**
- Formulation of Conservation Area document **PG,KR**
- Liaise with Conservation Dept re Conservation Report..... **PG**

DRAFT WG REPORTS.

The 6 WG reports and Action Plans have been handed over to the Parish Council Chairman and to BDC. When the CE&P report is completed all 7 reports and action plans will be photocopied (11 copies) and handed to the PC Chairman for distribution to Councillors. The CE&P report will be sent to BDC.

Note: Correspondence on file at BDC logs NCC's intention to upgrade Footpath 14, partly financed by Section 106 monies from Salhouse Service Station development.

Actions:

- Photocopies to PC Chairman..... **PG**
- Forward CE&P report to PC and BDC **PG**

OPEN DAY, SATURDAY 12TH JANUARY, 2008

This event was attended by 91 villagers. Displays included 32 headings on walls plus actions which have been instigated by the Parish Plan process. Villagers who attended said they valued the amount of communication which was forthcoming from the Parish Plan process and GC reported further positive feedback from villagers who had found the event very informative. As a result of this event we now have the following amount of interest:

<u>Book club</u> 7 – organisers 3	<u>Planting/landscaping scheme</u> 7
<u>Bulk oil</u> 9	<u>Ramblers</u> 16 - organisers 1+1
<u>Community Speedwatch</u> 9 +2 reserves	<u>Salhouse Society</u> 6 - organisers 1 possible
<u>Dancing</u> 4	<u>Social events for retired</u> 5
<u>Environmental improvement scheme</u> 13	<u>Village carers and support group</u> 10
<u>First responders</u> 3	<u>Village fete/show</u> 8 - no organiser
<u>Garden club</u> 14-organisers 2 +1	<u>Wine club</u> 8 - organisers 3 possible
<u>Grant application group</u> 4	<u>Information technology</u> 6 - organisers 1
<u>History club</u> 19 and rising - organisers Yes and first meeting arranged for 8 th February	

Smaller numbers were interested in the following: Youth club 1, Adult Education - 1 tutor French, All Saints Exhibition 3, Allotments 4, Photography 2, Sunday School 1 to assist.

Urgent priority now will be to get the list for the history club to Roy Bullers for notification of 1st meeting on February 8th.

Community Speedwatch information has been passed to PC chairman to ensure PC clerk registers village in scheme.

Bulk Oil purchase. A villager will look into possibility of Parish Council ordering oil at government prices. AP will contact Anglian Farmers to see if the village can benefit from their fuel discount scheme.

A date will be arranged for groups without volunteer organisers to get together.

All relevant information has been incorporated on the village website which will be used, together with noticeboards, to attract further interest.

IT club will need liaison with Salhouse School because of the imminent building works.

Responses to ‘Any other club activity’ were Art and Amateur Dramatics.

Actions:

- Forward history club list to Roy Bullers**AP**
- Contact organisers of groups and forward lists **JB**
- Arrange meeting for groups with sufficient numbers but no organisers **JR**
- Obtain latest information about Speedwatch deposit **MP**
- Contact Anglian Farmers re cheap fuel **AP**
- Attach Open Day handout to this Record..... **JB**
- Liaise with Salhouse School re IT course facilities..... **MP**

CE&P REPORT AND ACTION PLAN

SG members had no additional comments to make. RC, GC CMcC and AM – comments awaited.

Actions:

- Forward comments on CE&P report to PG asap..... **GC,RC CMcC,AM**

Sec's Note: - Response received from RC, AM and GC – no material changes.

FINAL FORMAL REPORT – FORMAT OF DOCUMENT

The intended format as it stands is:

Frontispiece

Section 1 – to include profile, history, PP process, consultation process and a Summary of the Results of the Consultation Process.

Section 2 – WG and Communications reports.

Section 3 – Action Plans.

Section 4 – Maps, lists etc

Section 5 – Compass Questionnaire results with additional comments if space available.

Section 6 – Acknowledgements and Distribution List.

GC suggested including a foldout map of the village, possibly at the back of the document.

The full document will be in colour and the household version will be shorter and 2 colours only. MP is investigating costs of upgrading the website to allow the full document to be accessible in PDF format.

WG chairs need to provide a list of individuals/organisations to be included in the acknowledgement section. A comprehensive distribution list for the full document must be compiled.

Actions:

- Further investigation of website capacity upgrade.....**MP**
- Include information re website upgrade in PP report to PC at next meeting **PG**
- Produce distribution list for full document.....**PG,MP,JB**
- Produce list of acknowledgements by next mtg..... **WG Chairs**

COMMENTS - FURTHER SELECTION IF REQUIRED.

WG chairs should decide on the definitive graphs, comments and photographs for inclusion in the final report. These should be correlated with the major issues to come out of the Action Plan.

Actions:

- Decide on final selection of graphs, comments and photographs by next meeting.**WG Chairs**

VIEWS ON OPEN/BRIEFING DAY (MARCH)

Members were asked to consider whether this event, if held, should be combined with a Parish Council meeting such as the Annual Parish Meeting (25th April). Consideration should be given to:

- Whether to hold an Open Day in March/April after the household version has been delivered to the village.
- If a meeting is held, on which day should it be held to get the maximum attendance, ie either weekday or weekend.
- Should this event be held jointly with the Parish Council?
- If yes to the above, should this joint event be the Annual Parish Meeting in April or the PC AGM in May?

Actions:

- Consider the above points relating to the suggested Open Day prior to next mtg**All**

UPDATE ON PC AND BDC RESPONSES TO REPORTS/ACTION PLANS

BDC has forwarded some comments on 4 of the Action Plans which they have already received, BA&T, Community Services, Lifelong Learning and THVi. Further comment is awaited.

ACKNOWLEDGEMENTS

It was decided that final report acknowledgements should be printed in general terms to avoid missing anyone out.

FINANCE REPORT.

There was no formal finance report. Donations towards refreshments at the Open Day amounted to £9.36 and a refund of £23 has been received from Royal Mail. Some expenditure had been incurred.

ANY OTHER BUSINESS.

None

ITEMS FOR AGENDA NEXT MEETING.

BDC Customer Review Panel – 5th February.

DATES OF NEXT MEETINGS.

Tuesday 29th January at 7.30pm

Tuesday 5th February at **8pm** - Jubilee Hall. Please note change in time.

The meeting ended at 20.55