

# NORTH ELMHAM COMMUNITY PLANNING GROUP

## Minutes of the meeting held in the Sports Pavilion on Wednesday 14<sup>th</sup> January 2009 at 7.30 pm

Present: Peter Wade-Martins (PWM)  
Peter Smith (Norfolk Rural Community Council) (PS)  
Martin Sullivan (MS)  
Meg White (MW)  
Tony Field (TF)  
Nicholas Varnon (NV)  
Richard Sewell (RS)  
Mike Wyatt (MWy)  
Linda Richmond (LR)  
Ivan Ball (IB)  
Sue Ball (SB)

Apologies: Martin Budgett  
Becky Clayton  
Alan MacKim

This was the initial meeting of the group following the 'Parish Plan' meeting held at the North Elmham Institute on 19<sup>th</sup> November 2008. PWM welcomed everyone at the meeting and asked for each person to give a brief outline of their background and how they felt they may be able to contribute to the group.

### Action

#### 1. Structure

Chair: Agreed that PWM would chair the first meeting, then the permanent Chairperson to be elected at the next meeting.

Vice Chair: agreed to elect at the next meeting.

Secretary: SB agreed to take minutes of the first meeting, NV also willing to act as Secretary if required.

Finance: LR agreed to deal with finance matters for the present time. The Parish Council has agreed to act as banker for the group.

PS stressed the importance of the group being engaged with the Parish Council and suggested that the banker relationship is a good way of achieving this. He also commented that it is important there are no more than 3 Parish Council members involved with the group as it needs to be seen as independent and seeking views of the whole community. PWM is the only Parish Councillor involved at present.

This group is the largest PS has ever met with. NV confirmed that the previous Parish Plan he had been involved with in another County had 6 people in the group.

#### 2. Terms of Reference

A formal Constitution need only be drawn up if a separate bank account is

required. This is not the case; however a remit is still needed to provide clarity for the group. PS provided an aide-memoire which gave pointers for the group to consider.

It may be appropriate to consider forming sub-groups to deal with specific areas, e.g. businesses, youth etc.

It was agreed to call the group the **North Elmham Community Planning Group** (hereafter referred to as NECPG).

A regular update on progress should be provided to the Parish Council at their monthly meetings. **PWM**

A regular update should appear in the Elmham News to keep the community informed. **MW**

### 3. Communication

PS stressed this aspect is key. MWy's input will be invaluable with his graphic design background because good presentation will help enormously with communication. PS showed a good example of a well-presented Parish Plan from Barney, Fulmodeston and Croxton.

IB asked PS if we should consider including smaller villages nearby within our plan. LR commented that Worthing had previously had an initial consultation but had decided not to proceed.

It was agreed that those with contacts at Worthing should explore whether there was any interest at this stage. Broom Green is considered part of North Elmham and will therefore be included in the consultation process. **ALL**

**Branding** – PS recommended considering a logo. It was agreed not to use the church as this could be interpreted as non-inclusive within the community. An alternative suggestion was to use a crossroads as we are at the centre of the County. MWy will consider possibilities further. **MWy**

If anyone has other thoughts on a suitable logo please bring ideas to the next meeting. **ALL**

**Community** – PS stressed that the community must be brought on board. The update in Elmham News is a good start. IB asked if a website would be a good idea. SB commented that it may prove useful for the consultation phase. PS said that if the website was interactive it would be a good way of engaging with young people. MWy is able to construct websites. It was agreed to consider a North Elmham website with pages for the Community Plan, Church, Elmham Festival etc. MWy confirmed he would be willing to look at this and had time available to do so at present as well as maintain it going forwards. **MWy**

PS suggested that a couple of others should also be involved with the website. Ideally longer-term residents who will have local knowledge. NV and MS agreed to take this on with MWy. **NV & MS**

PWM is willing to write a piece on the history of the village to be included on the website. **PWM**

**Parish Council** – PS emphasised the need for very close links with the Parish

Council. The purpose of the NECPG is to strengthen the village. A great deal has already been done, mainly by the Parish Council, but the NECPG is a support to the Parish Council and can help them focus on what now needs to be done. Much has changed in the world over the 10 years since the original review was carried out. The original 1997 plan achieved:

- Creation of Village Green
- Creation of Millennium Wood
- Construction of two hard tennis courts
- Construction of new bowling green
- Additional facilities added to children's play area
- Purchase of the old Methodist Chapel for the Scouts and Guides

Since then further achievements have been:

- Creation of the Safe Route to School
- Creation of the Skateboard facility
- Purchase of Prince William Wood.

MS commented that community consultation will elicit views on other areas, and gave the example of the question of whether Social Housing is required in the village. He felt that it was important to phrase questions in the consultation well so that an accurate and meaningful response is obtained.

**Police** – PS said that the police are very keen to improve their relationship with communities. It was agreed to invite the PCSO to sit in on the NECPG meetings. It may be possible to get some questions from the police to include in the consultation questionnaire.

MS?

**Primary Care Trust (PCT)** – our closest link is the village surgery. They may be keen to provide questions for the consultation to learn what services patients would like offered and how they can improve. Alan MacKim is on the Patient Participation Group for the surgery and may be a good contact. E-mail to ask if he would be willing to be involved.

IB

MWy will also ask his wife as she has contacts who may be useful.

MWy

**District and County Councils** – PS said that both the District Councillor and County Councillor need to be aware that this is taking place. It was agreed to copy in Bill Borrett and Ingrid Floering-Blackman to the minutes for information. They are not expected to attend NECPG meetings unless they wish to.

SB

**Village School** – the Headmaster needs to be aware this is taking place. RS is a School Governor and will speak with the Head.

RS

NV suggested the school children could be involved in the Plan by building a model of the village for use in the consultation phase. It would help them think about what they would like in the village. This had been useful with the previous plan he had been involved with elsewhere.

It was agreed to copy the Head in on the minutes for information.

SB

**Local Area Partnership** – this aims to improve the quality of life for all residents in the Dereham area. It is involved with social, environmental, cultural and economic initiatives, and involving local people in this process through a community-led and driven partnership. There can sometimes be funding available.

It was agreed to discuss this further at the next meeting.

**Local Businesses** – North Elmham is a large village with a large number of local businesses. PS said that this will be higher still when home workers are included. He suggested formation of a sub-group to look specifically at this section of the community. This would be an agenda item for the next meeting.

Local businesses may be able to assist with website sponsorship.

**Clubs and Societies** - LR said that we must also consider the 27 clubs and societies in the village. It would be helpful to ask them to let us have updated contact details and it was agreed that this could be done through the March Elmham News.

**LR &  
MW**

#### **4. Budget**

PWM said that there is clearly a need to raise funds quickly to enable us to progress. PS spoke of 3 grants which are available:

**1) ITV's Community Planning Grant** (up to £500, excludes costs for the questionnaires and printing costs, but can be used for website expenditure)

**2) RCC Grant** (up to £1,000 and can be used for costs of printing questionnaires and the final Plan)

**3) Breckland Council** (matched funding up to £1,000 on a £ for £ basis)

There is also the Norfolk Community Foundation which offers grants of up to £5K.

NV suggested hiring a student from UEA to devise, conduct and analyse the questionnaires. PS agreed this was possible but that it would eat into the funding available very quickly. There will also be other costs which we need to cover, e.g. refreshments at consultation meetings and possible venue hire.

PWM has the funding application for the ITV grant and will forward to SB for completion. Cheque to be made payable to North Elmham Parish Council. This must be the first application as to qualify we must not have received funding from anywhere else (to be used for website costs which will also cover youth consultation). Our second grant application can be to the RCC for up to £1K (for printing of the questionnaires and the final Plan). Then we can apply to Breckland for £ for £ matched funding of up to £1K and follow that with an application to the Norfolk Community Foundation if needed.

**SB**

A requirement of the RCC grant application is that 3 quotes are obtained for printing costs. The Elmham News distribution is around 700 copies. It was agreed that 1000 copies of the final plan would be a good figure to use for printing quotes. MS pointed out that we could reduce this if we ask at the consultation stage how people would like to receive the final Plan as some may be willing to receive it electronically. MWy commented that just putting it on the website could be non-inclusive as not everybody has access to computer facilities so asking the question is important.

It was noted that the Parish Council have included a provisional sum in their budget of £250. This is available until the end of March 2010. It was agreed

that we would pursue grant funding initially and approach the Parish Council in due course if it was necessary to use this sum of money. LR to write to the Parish Council confirming this position.

**LR**

**Date and Time of Next Meeting:**

Thursday 12<sup>th</sup> February 2009 at 7.30pm in the Pavilion.