



Dereham Town Plan Working Group

a joint working group of
Dereham Town Council and the aboutDereham Partnership



Notes of meeting held 4 February 2021

Present: Cllr Stuart Green, Chairman, Chair, Cllr Hilary Bushell, Cllr Phillip Duigan, Mike Webb, Peter Wade Martins, Rev Paul Cubitt, Carolyn Coleman

Apologies: Cllr Harry Clarke

1	Introductions We each briefly introduced ourselves to the rest of the group.	
2	Terms of Reference All points were agreed, subject to the following amendments: Page 1 - 'delivering projects' agreed to leave it in even if we cannot necessarily foresee how this will take place. But important to show that this exercise is not just about plans for their own sake but a workable, manageable and deliverable plan which can be implemented and kept under review over time. Page 2 - Reporting - Stuart will report back to DTC and Mike will report back to the aboutDereham Partnership. Both will use the same report. Page 2- Time - the DTPWG will be constituted for 12 months. It will be reviewed annually. Membership - There will be eight members, four from DTC and four from aD Partnership. The quorum will be five. Delete the sentence concerning maximum numbers. The Vice Chair will be added to the list of roles. Meetings - Notes of meetings may be published on the website once they have been signed off by the members of the DTPWG. Meetings will normally be monthly with occasional extra meetings by agreement. The Ground Rules were agreed except we wished to have the right to nominate a substitute (a named substitute agreed in advance) in case of inability to attend for a period. Agreed: Mike will revise the draft Terms of Reference for approval.	Mike
3	Practical Arrangements During the discussion on Terms of Reference, it was agreed that Mike Webb will act as Vice-Chair; Carolyn Coleman will act as Secretary.	

	Thursdays were suggested as the 'least worst' of all days to hold meetings in the evening (but things can change at short notice). Agreed - Carolyn to plan meetings three months ahead.	Carolyn
4	<p>Homework before next meeting</p> <p>We agreed we will each write about our aspirations for the town and these questions about what is needed:</p> <ul style="list-style-type: none"> • What needs doing? What needs to change? • What would the future for Dereham be like if you had your way? • What would be your top 5 projects that you would like to see done? <p>We also agreed not to discount ideas just because in the past they have been labelled as impractical or impossible. Paul added that in his experience most difficulties can be overcome when there is unity. Carolyn can collate and circulate the texts if everyone can send these through by Friday 19th February*. That way, all will have a chance to read them and compare and contrast and reflect on priorities before we have the next discussion. (*Contact me if this date is difficult)</p>	<p>All</p> <p>Carolyn All</p>
5	<p>Date of next meeting</p> <p>At the moment we are looking at the first Thursday in every calendar month, unless this proves to be already booked by standing meetings. We agreed we would like to hear from Breckland officer, Inward Investment Manager Andrew Holdsworth, at an extra meeting - Mike to liaise and get dates from Andrew.</p>	Mike

Next meetings:

Special meeting (Andrew Holdsworth)	Zoom	7.30pm	
Monthly meeting of DTPWG	Zoom	7.30pm	Thurs 4th March
Monthly meeting of DTPWG	Zoom	7.30pm	Thurs 1st April
Monthly meeting of DTPWG	Zoom	7.30pm	Thurs 6th May