

Breadsall Neighbourhood Plan  
Minutes of Advisory Group Meeting 1 August 2016

Present: A Williams, M Flude, B Hodgkinson, G Pook, M Poplar, S Read  
Apologies: C Brewster, G Pullan.

**Meeting with J Dugdale of Rural Action Derbyshire (RAD).**

S Read and M Poplar reviewed the outcome of their meeting with J Dugdale on 18 July, a summary of which had been circulated previously by S Read. It was agreed that the Parish Council should be recommended to appoint RAD as consultants subject to a Service Level Agreement to be submitted by RAD. The formal appointment would probably be delayed until the registration of the neighbourhood plan area after which a grant application could be made. The Parish Council might in the meantime have to provide some funding for any essential expenditure associated with the neighbourhood plan.

The rest of the meeting was based on a discussion of the advice given by J Dugdale(JD)

**Administration.**

It should be noted that the legal term used in the Localism Act is "Neighbourhood Development Plan" although the word "Development" is often omitted in day to day use.

JD advised that the Advisory Group would need a formal constitution as a pre-requisite for obtaining a grant and supplied a model text to use. The group questioned whether this was correct given that the group was merely assisting the Parish Council which had its own established procedures (eg for financial matters). G Pook agreed to check the legal position. If a constitution or equivalent is mandatory G Pook will advise on the minimum requirements with a view to producing a very concise document. This might be in the form of an expanded version of the terms of reference set by the Parish Council.

The group noted the advice that the Neighbourhood Plan process would require an IT based system for comprehensive information storage and for publicity. This should take the form of both a web site linked to the Parish Council's web site and appropriate use of social media. None of the group has expertise in this field and it was agreed that the Parish Council should in the first instance investigate whether its current IT consultant could take on this responsibility. This might involve some upgrading of the Parish Council website. M Poplar will pursue this initially with the Parish Clerk. It was agreed that all members of the Advisory Group would look for examples of neighbourhood plan websites which might be used as a model.

The Parish Council has issued a request for greater diversity in the Advisory Group but no new members have come forward.

### **Registration of the Neighbourhood Plan area.**

This is now an urgent requirement. JD has supplied a model application letter to be sent by the Parish Clerk to the local planning authority. M Poplar has adapted this for use in Breadsall and will ask the Parish Clerk to submit it. The Parish Clerk will also be asked to notify the two local Borough Council members of the application and to enlist their support.

The Borough Council will at the same time be asked to nominate a specific liaison officer. The minimum consultation period appears to be 4 weeks but much depends on the time taken for the associated administration procedures at the Borough Council. This needs to be monitored by the Advisory Group to avoid unnecessary delay.

There may in future be an opportunity to liaise with adjoining parishes over neighbourhood planning (or indeed an obligation to consult with them) but, to avoid delay, the Breadsall application will be on a stand-alone basis.

### **Preparation of the Evidence Base**

This is the next task in the neighbourhood plan process and has three elements.

#### **1 Examination of existing local and national planning policies which affect the area.**

S Read has examined the principal local plan documents and has not identified any policies likely to be contrary to local aspirations. He will ask to meet the local planning authority to check the position in more detail.

#### **2 Creation of a neighbourhood profile (ie a database of statistics about the area)**

JD has supplied a comprehensive set of local statistics procured from Oxford Consultants for Social Inclusion ("OCSI") covering matters such as employment status, population, household types, housing types, housing tenure and car ownership. This was supplied in good faith pending the appointment of RAD and is not intended for immediate distribution. A brief examination of the document suggests that few of the statistics give rise to issues which need to be addressed in the Neighbourhood Plan.

#### **3 Results of consultation activity**

A comprehensive consultation exercise is the next key task for the Advisory Group. The first task is to write to the following

- All residents of the Parish (not just the village)
- Secretaries, chairmen or other representatives of clubs, societies and organisations based in Breadsall (list to be obtained from the Parish Clerk).
- Major businesses operating in the Parish, including Breadsall Priory and the garden centre.
- Landowners not covered in the previous categories. B Hodgkinson has some information on the identity of landowners but it may also be necessary to consult local authority or land registry records.

S Read will compose and circulate a draft letter to send to residents. The letter will need to be adapted for the other categories of recipients. G Pook will investigate potential data protection issues ( eg whether responses will be open to public inspection)

This should be followed in due course by a public exhibition or meeting and then formal questionnaire.

### **Grant Application**

Funding up to £9,000 is available in six monthly tranches from an organisation called "Locality" once the neighbourhood plan area is registered by the Local Planning Authority, provisionally in mid to late September. An application will be made promptly after the registration. In the meantime Advisory Group members will check the relevant procedures and forms on the Locality website and consider what activities may require funding. JD will also assist in making the application.

### **Next meeting**

The next meeting will be held at 4 Darwin Fields Drive at 7.30 on Monday 12 September.