

***Breadsall Neighbourhood Plan  
Minutes of Advisory Group Meeting 10 October 2016***

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

Apologies: S Peck.(The group will query whether Geoff Pullan wishes to remain a member)

***Designation of Neighbourhood Plan Area***

The Designation of the Neighbourhood Plan area was approved by Erewash Borough Council on 21 September. The Borough Council now has a duty to offer support and receives funding for this. Forms of assistance may include advice on local and national planning policies, legal advice, provision of statistics, supply of mapping and land ownership records. The Borough Council has offered to hold a meeting but has not responded to requests to arrange this. The Parish Clerk will be asked to pursue the matter with the Borough Council.

***Appointment of RAD as consultants***

The text of the Service Level Agreement (SLA) prepared by G Pook was approved by the Advisory Group. G Pook will produce a version which incorporates the initial schedule of tasks to be performed and fees to be charged by RAD and this will be submitted to the Parish Council for final approval. The Advisory Group asked that the Parish Council should institute a streamlined process for quick decision making in this and similar cases in the future. S Read will in due course send the approved SLA to Joe Dugdale at RAD. Some adjustment may need to be made to the schedule of tasks and fees to reflect the fact that the first grant application may cover a period less than 6 months. (See later item).

***Terms of Reference***

The terms of reference produced by G Pook were agreed by the Advisory Group and this document will similarly be submitted to the Parish Council for approval.

***Grant Application.***

Following designation of the Neighbourhood Plan Area a funding application can now be made to Locality. The Advisory Group examined a copy of the application form and filled in answers for the initial application where possible. S Read will produce and circulate a copy of the partly completed questionnaire to the Advisory Group and RAD. Some answers will require assistance from RAD and information on external costs such as room hire, printing and IT consultancy. M Poplar will ask the Parish Clerk for guidance on these costs and also ascertain whether the Parish Council is registered for VAT. Grant applications will normally cover a period of 6 months starting one month after the application but must not extend beyond the end of the financial year. As a result the first application is likely to cover only 4-5 months.

### **Initial Questionnaire.**

The Advisory Group broadly agreed the content of the draft letter produced by S Read. A Williams will now reproduce the letter in a format that can be completed on paper or online. The format use by Torpoint was circulated by M Poplar and agreed to be a useful model to follow. It will be necessary to finalise the personal details which are requested on the form and the instructions for returning the form. Provisionally the arrangements for return will be a) deliver hard copy to the shop b) complete on line c) scan a hard copy and deliver to a generic e-mail address. A slightly different version will need to be produced for businesses, organisations and landowners. B Hodgkinson will produce a schedule of known landowners and tenants who are not resident in the Parish.

### **Branding**

It was agreed that the Neighbourhood Plan needed to be supported by appropriate branding including a Breadsall-related logo/strapline and suitable designs to use on posters. C Brewster will seek ideas from the village school.

### **IT issues**

Several IT-related tasks were identified including the following

- Expansion of the Neighbourhood Plan section of the Parish Council web site to include more explanatory material, a project plan, on-line questionnaires, meeting minutes, statistics and regular updates.
- Creation of an electronic version of the initial questionnaire
- Creation of a generic e-mail address.
- Incorporation of branding into on-line material.

The Advisory Group will establish first if the Parish Council's IT advisor can carry out this work. If so a meeting will be held with the advisor. In the first instance A Williams will contact the Parish Clerk.

### **Next Meeting**

The next Meeting will be held at 4 Darwin Fields Close at 7.30 on November 7th