

Breadsall Neighbourhood Plan  
Minutes of Advisory Group Meeting 12 September 2016

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

**Administration**

The group welcomed a new member, Stuart Peck.

The group also welcomed Joe Dugdale from Rural Action Derbyshire (RAD) who attended to give assistance pending the anticipated appointment of RAD as consultants to the Parish Council. The Advisory Group discussed the generic service level agreement (SLA) supplied by RAD. J Dugdale will now produce a bespoke SLA covering tasks for the period October 2016-April 2017. This will relate mainly to making a grant application, initial consultation activity, community engagement and devising a questionnaire. The provisional time requirement for consultancy during this period is 6 days. The group thought that the contractual element of the generic SLA needed expansion to cover matters such as termination arrangements, indemnity, insurance, data protection, freedom of information and intellectual property. G Pook will suggest wording to cover this element of the SLA.

Locality advises that the Advisory Group does not need a formal constitution as it is subordinate to the Parish Council but it should have robust terms of reference. G Pook has devised draft terms of reference which were discussed at the meeting and will in due course be sent to J Dugdale for comment.

The continuing lack of diversity in the Advisory Group was noted despite appeals for new members. J Dugdale suggested that face to face requests would probably be required to recruit extra members. Although the Parish Council's IT consultant is currently dealing with IT issues it is likely that the Advisory Group will in due course need a new member with IT expertise.

**Registration of the Neighbourhood Plan Area**

The application by the Parish Council to designate the Neighbourhood Plan Area has been submitted to Erewash Borough Council and the four week consultation period has expired with no comments having been received. The Planning Committee is duly expected to designate the area on 21 September. The Department for Communities and Local Government (DCLG) will then register the Neighbourhood Plan area shortly afterwards.

S Read e-mailed the Borough Council on 17 August to ask for a named liaison officer to be appointed and to request a meeting to clarify the local plan policies which will affect the Neighbourhood Plan. No response has been received so far.

### **Grant Application**

Once the Neighbourhood Plan Area has been registered by DCLG, the Parish Council can apply to Locality for grant funding which becomes available three weeks after the application is made. Eligible expenditure includes consultancy support, IT support, creation of a web site, promotional material, distribution of questionnaires and the holding of a public meeting including refreshments. The applications must be made in six monthly tranches. There is no limit on individual applications subject to an overall limit of £9,000. Salaries and capital goods are not eligible for grant funding and it should be noted that virement of funds is not allowed.

A copy of the basic grant application form has been supplied by J Dugdale and circulated for members of the Advisory Group to consider. This must in due course be submitted on-line.

### **Initial consultation and public awareness exercise.**

This is the key initial task in assembling the evidence base. After a long discussion the following conclusions were reached.

1 Although some promoters of Neighbourhood Plans have started the process directly with detailed questionnaires, examiners will generally look more favourably upon plans which start with an awareness - raising exercise and the canvassing of local opinion to assess key issues and aspirations over the next 15 years or so. The Advisory Group will aim to combine these processes through written consultations and face to face meetings.

2 The Advisory Group agreed to write to all residents, businesses and landowners within the Parish, together with social organisations and institutions which operate within the Parish. This will be supplemented by some face to face approaches and one or more general public meetings. J Dugdale advised that written consultation would yield poor results in the absence of any immediate threat to galvanise public opinion and that the most fruitful responses would generally be gathered through local organisations and institutions. The Advisory Group thought, however, that written approaches were still necessary to ensure comprehensive coverage.

3 S Read has drafted and circulated an initial consultation letter. The body of the letter was agreed but S Read will now produce and circulate a revised version with a new introduction . This will need to be produced in slightly different versions for the various categories of consultees. Detailed issues about personal information and confidentiality also need to be finalised. Barry Hodgkinson will supply information about landowners who are not resident in the parish.

4 A dedicated page has now been created on the Parish Council website but this will need to be expanded as more information becomes available. J Dugdale suggested that the Advisory Group should create a "brand" for the Neighbourhood Plan and also create a Facebook entry.

**Next Meeting**

The next meeting of the Advisory Group will be held at 4 Darwin Fields Close on 10 October at 7.30pm.