

Breadsall Neighbourhood Plan

Minutes of Advisory Group Meeting. 16 January 2018.

Present: M Poplar, G Pook, C Brewster, B Hodgkinson, S Mircic, H Foster, J Dugdale, N Rowbotham, S Read.

Apologies: A Williams

Progress since the previous meeting on 21 November.

- M Poplar and S Read edited the final version of the consultation draft, while H Foster and L Williams dealt with graphics and layout of the document. The result was very professional.
- An A5 copy of the consultation draft, excluding appendices, was distributed to every household in the Parish together with a covering letter and a questionnaire to be returned to the village shop. Similar documentation was delivered or posted to clubs, societies, businesses and landowners in the Parish. A few A4 copies of the complete consultation draft have been produced and some of these are available for inspection at the village shop.
- The Neighbourhood Plan page on the Parish Council website has been updated including a copy of the complete consultation draft and an on-line version of the questionnaire. The Facebook material has also been updated.
- At the time of the meeting 24 questionnaires had been returned (15 on paper, 9 online). A reminder has been issued by the Parish Clerk through the e-mail register and a further reminder will be sent shortly before the deadline of 26 January.
- The Borough and County Councils have been invited to make informal comments on the consultation draft. The County Council has declined and the Borough Council had not replied at the date of the meeting.

Preparations for the public meeting on 23 February.

- The previous poster will be re-used with updated wording. H Foster will produce a draft and circulate it to the group. About 25 copies will be printed professionally.
- H Foster will also produce A4 attachments for the banners showing the date and location of the meeting. C Brewster and B Hodgkinson will erect the banners in suitable locations about two weeks before the meeting. High visibility is the key criterion.
- H Foster and S Mircic will procure refreshments on a sale or return basis and will devise a quiz or a similar competition. C Brewster will check the availability of crockery and glassware.
- Two signing-in books will be provided to reduce queuing. C Brewster will procure these. S Read will supply post-it notes for comments.
- A Williams is asked to advise if he can supply a projector and PA equipment. If not, N Rowbotham may be able to supply such equipment. There is also a built-in PA system but feedback can be a problem.
- The Advisory Group should arrive about an hour before the meeting.
- Agreement is needed on staffing for the kitchen.

Presentation at the public meeting on 23 February.

The presentation should be limited to 15-20 minutes and should include the following

- Brief introduction on the purpose of Neighbourhood Plans and the actions taken so far (perhaps based on the covering letter sent with the questionnaires)
- Summary of the key principles which emerged from the previous consultation
- Description of the main elements of the consultation draft and how they address the key principles.
- Analysis of returned questionnaires. This should be fairly simple as most returns so far simply endorse the consultation draft and there are only a few comments.
- Statement of any changes to the consultation draft which the Advisory Group intends to make.
- Statement to address highway-related issues and the way that the extensive feedback on the subject can be pursued despite the limited scope of the Neighbourhood Plan.
- Description of future action leading to eventual adoption.

J Dugdale agreed to assist with the presentation. The Parish Council Chairman may also speak.

Preparation of pre-submission draft of the Neighbourhood Plan.

The following changes and additions to the consultation draft will be needed to create the pre-submission draft.

- Improvements to wording suggested by the Advisory Group (All Advisory Group members are requested to re-read the draft and consider possible improvements)
- Possible transfer of some material from the body of the report to the appendices.
- Changes to reflect feedback arising from the second consultation exercise.
- Addition of the consultation statement and updating of the basic condition statement
- Assembly of complete supporting material.

The aim should be to complete this by late March. Some consultees will require hard copies but others may accept digital copies.

Subsequent stages in the approval process

- The pre-submission draft will be submitted to the Borough and County Councils together with an extensive list of other statutory consultees. The minimum consultation period is six weeks.
- The Parish Council may then either submit the plan as it stands or amend the draft in the light of responses received and repeat the consultation process.
- After completing the pre-submission consultation, the Parish Council will submit the Neighbourhood Plan to Erewash Borough Council.
- The Council will check for compliance with legal requirements and then publicise the plan for a minimum of six weeks, inviting representations.
- The Council will then appoint an independent examiner. The Parish Council must consent to the appointment and may suggest a suitable examiner
- The independent examiner will recommend whether the plan should proceed to referendum or not and may suggest amendments to achieve compliance with legal requirements
- If and when the plan is found to be satisfactory the Borough Council will hold a referendum. Subject to a majority vote in favour, the Council will bring the plan into legal force

Grant Application

A new grant application is required covering the following items

- Catering (£300), room hire (£50) and printing (£50) for the public meeting
- Printing of pre-submission draft and supporting documents (£200)
- RAD fees routine advice (to be notified by J Dugdale) and for writing the consultation statement (£850) and the basic condition statement (£250).
- Postage Costs (£100)

M Poplar will liaise with the Parish Clerk to prepare the application. S Read will compose an update of activity to include with the application.

Next Meetings

The next meeting will be at 4 Darwin Fields Close at 7.30pm on Monday 5 February. The following meeting will be at 7pm in the memorial hall on 20 March. No other meetings are currently planned.