

## **Breadsall Neighbourhood Plan**

### **Minutes of Advisory Group meeting 21 November 2016**

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

#### **Appointment of RAD as consultants**

G Pook has agreed several minor amendments to the Service Level Agreement with Rural Action Derbyshire (RAD) and it has now been signed by both parties. The agreement lists anticipated tasks for the initial six month period and provisionally assumes that RAD will provide six days of consultancy during this period. The implementation of the agreement is subject to grant funding from Locality and it is likely that it will come into effect around the beginning of January. (See next item)

#### **Grant application to Locality.**

After the discussion at the last meeting S Read sent a partly completed version of the Locality grant application to Joe Dugdale of RAD, seeking advice on completing the remainder. No response has yet been received and S Read will press for an urgent reply. The aim should be to have the grant available by the beginning of January when the initial questionnaires are received. Points to check with RAD include the possible need for a prior "expression of interest", the extent of the statistical information required, the ability to carry forward unused funds and the period to be covered by the initial application (ie can it extend beyond the end of the financial year?). It will also be necessary to estimate the allowable expenses to include in the application (eg room hire, refreshments, printing). The application must be submitted on line by the Parish Clerk and Joe Dugdale has volunteered to help with this.

#### **Initial Questionnaire.**

Several Advisory Group members met the Parish Council's IT adviser, Bruce Broughton, on November 10th to finalise the content and format of the initial questionnaire. Arrangements have been made for this to be printed and distributed with the Parish Newsletter at the end of November and attached to village notice boards. There is an accompanying article in the Newsletter. The closing date is 1 January and the form can be returned to the village shop or alternatively completed online or scanned and returned by e-mail. The Advisory Group also discussed arrangements to send the questionnaires to two additional categories of consultees as follows.

1 Landowners, tenants and businesses who may not receive the Parish Newsletter as residents. S Read will compose a suitable covering letter and B Hodgkinson will be responsible for delivering the questionnaires. B Hodgkinson distributed a provisional list of recipients and Advisory Group members noted several additions to this list.

2 Clubs and societies operating within the Parish. S Read will compose a suitable covering letter asking the recipients to discuss the questionnaire with their members and to send a response on behalf of the society as well as encouraging members to send individual responses. C Brewster will be responsible for arranging the distribution of these questionnaires. M Poplar circulated the Parish Clerk's schedule of contacts to the Advisory Group on 6 August.

Additional blank copies of the questionnaire are to be made available at the village shop

### **IT issues.**

It is understood that Bruce Broughton has created a dedicated e-mail address which will both receive and send material related to the Neighbourhood Plan. The Advisory Group will need to ascertain how to operate and gain access to this facility. It is assumed that the Advisory Group will need to monitor incoming e-mails and arrange for replies to be sent. G Pook provisionally agreed to take the lead role in this.

At the meeting with Bruce Broughton on 10 November he presented outline proposals to expand the Neighbourhood Plan section of the Parish Council website. It was concluded that the website should be based around several headings, provisionally as shown below, and Bruce was asked to proceed with the design.

- Information about the role of the Parish Council and the Advisory Group together with contact details.
- Statistical information about Breadsall (possibly including the OCSI report)
- Description of the scope and purpose of the plan together with a project plan and document library.
- News and events including details of consultations and invitations to public events.
- Links to related websites.

### **Meeting with Head of Planning and Regeneration, Erewash Borough Council.**

On 15 November Steve Birkinshaw, Head of Planning and Regeneration at the Borough Council came to meet several members of the Advisory Group. He explained that Breadsall was the only community currently promoting a Neighbourhood Plan within the Borough and that he and his officers had little experience of such plans. The Borough would receive additional funding of £5,000 up to the point of submission of the Neighbourhood Plan and this might be used to hire a consultant. The Borough might also be able to offer practical support such as the provision of mapping, printing, statistical information and ownership details.

There was also a useful discussion of the impact of local and national planning policies on some potential Neighbourhood Plan policies. A summary of these discussions has been circulated to the Advisory Group.

### **Branding**

C Brewster has contacted the school in connection with the creation of branding for the Neighbourhood Plan but it appears that no progress can be made before January. In the meantime matters can proceed without any specific branding.

### **Possible new members**

B Hodgkinson is aware of two potential new members for the Advisory Group. He will supply names and e-mail addresses so that they can receive future correspondence.

### **Next meeting**

The next meeting will be held at 4 Darwin Fields Drive at 7.30 pm January 9th 2017.