

## **Breadsall Neighbourhood Plan**

### **Minutes of Advisory Group meeting 6 March 2017**

**Present:** A Williams, M Poplar, M Flude, C Brewster, S Peck, B Hodgkinson, S Mircic, H Foster, G Smith, J Dugdale, S Read.

**Apologies:** G Pook

#### **Locality Grant**

A grant of £2625 has now been received for the period up to the end of the financial year. RAD will submit an invoice to the Parish Clerk for consultancy work. Members of the Advisory Group will similarly submit claims for eligible expenditure that they have incurred. A further grant application to Locality is now required to cover the following six-month period. J Dugdale has produced a work plan for this period and will liaise with the Parish Clerk to prepare the grant application.

#### **PowerPoint Presentation**

The Advisory Group reviewed the presentation prepared by A Williams for the public meeting. The following key points were made.

- The presentation should as far as possible be expressed in a way which is understandable in written form by those who do not attend the public meeting. Jargon should be avoided.
- In the introductory section presented by J Dugdale a clear statement should be given about which topics can and cannot be covered in the Neighbourhood Plan together with a statement that responses on ineligible topics can still usefully contribute to other lobbying activity. A statement will also be added to the effect that national and local planning policies do not in practice appear to conflict with the aspirations expressed in the initial questionnaires and that there is scope for the Neighbourhood Plan to create detailed policies for Breadsall. J Dugdale will liaise with A Williams on this section of the presentation.
- With respect to the graphs, the line showing the cumulative total will be omitted and the captions will be amended where they are incomplete. S Mircic can assist with the graphics.
- A few amendments were made to the table of statistics. The more detailed version will be available on the website.

#### **Public Meeting 29 March**

The Memorial Hall has been booked and is available from about 5pm. The following points were discussed with respect to the organisation of the public meeting.

- Advisory Group members will arrive about an hour before the 7pm start to make preparation. They will wear labels or badges to identify themselves.
- The display boards in the storeroom may be used for the photograph and logo competitions. J Dugdale can supply additional boards if required. S Mircic and H Foster will check if extra boards are needed and inform J Dugdale accordingly. The display boards will be placed at the sides of the room.

- M Flude will supply a projector and a screen which will be placed on the stage. Connections need to be checked in advance and a spare laptop should be available.
- S Peck will supply a PA system if required. This is more likely to be needed if the hall is full.
- S Mircic and H Foster will procure food and drink, if possible on a sale or return basis. They will check the available budget with the Parish Clerk. The crockery at the hall is thought to be sufficient.
- Seating arrangements will depend on the number of attendees. A cafe style layout will be more conducive to encouraging discussion and will be used if possible, but if the attendance is high there will be limited room for tables.
- S Read will record comments made in open discussions but post-it notes will be supplied to capture comments made in smaller groups.
- Paper copies of the presentation will be made available for those with no access to the internet.
- At the beginning of the presentation it will be necessary to announce health and safety arrangements in the hall. The meeting will end with prize giving.

### **Publicity**

Four Neighbourhood Plan banners and 400 posters have been procured by S Mircic and H Foster.

The banners will be initially be displayed by the roads at the village entrances to advertise the public meeting. Appropriate wording with large lettering will be added to show the date and time of the meeting. B Hodgkinson will procure posts for the banners and a group will meet at 4pm on Friday 10th in the memorial hall car park to erect the banners.

The forthcoming issue of the Parish Newsletter will contain a copy of the poster and an accompanying article. Members of the Advisory Group will deliver a copy of the poster to each household and business in the parish including Breadsall Priory and the Garden Centre. Laminated copies will also be displayed on the notice boards and other appropriate locations in the parish.

S Read will ask the Parish Clerk to display a copy of the poster on the parish council website. After the public meeting the entry on the website will be expanded to include a copy of the PowerPoint presentation, a summary of statistics about the parish and a programme of work related to the Neighbourhood Plan.

It was noted that the WI and some other societies in the parish had well developed Facebook networks which could be used to publicise the public meeting. C Brewster will contact the relevant societies.

### **Plan**

Erewash Borough Council has now supplied a large scale plan to be used in connection with the Neighbourhood Plan, especially to show land ownership. If possible, copies will be taken before markings are made. H Foster will enquire about copying facilities at Staples.

