

Broomfield Neighbourhood Plan

First Formal Notes of Steering Group

Held on 25 October 2016 at 7.30 pm at 20 Butlers Close

Present: John Blake, Sue Hubble, Duncan Coles, Peter Marriage, Tom Clarke, David Howell (visitor)

- 1. Apologies for absence:** Angela Thomson, Geoff Garwood, Les Steed

John Blake introduced David Howell to the Group as a visitor

- 2. Declarations of interest** – None

- 3. Approved Terms of Reference**

The Steering Group was formally notified that the Parish Council had approved the terms of reference under which it should operate. These are attached at Annex A.

In addition, the Group was informed that the Parish Council had added an additional clause to the terms of reference of the Planning and Property Committee, to enable the Committee to approve recommendations from the Steering Group, as follows:

“Liaise with Neighbourhood Plan Steering Group and oversee its work on behalf of the Council; in particular, consider and determine recommendations from the Steering Group, including all financial matters”

The Parish Council had confirmed the following as parish council members of the Steering Group:

Councillors: John Blake (JB), Sue Hubble (SH), Geoff Garwood (GG), Angela Thomson (AT), Les Steed (LS)

SH proposed that JB take the role as chairman – unanimously agreed

JB proposed that SH take the roles of Treasurer/Secretary – unanimously agreed

JB proposed that GG take the role of co-ordinator – unanimously agreed

JB proposed that Tom Clarke (TC) be co-opted as adviser and AS take role of adviser – unanimously agreed

- 4. To elect ‘other resident’ members:**

The following were elected as 'Other Resident' members of the Steering Group:

Duncan Coles (DC), Peter Marriage (PM), Ann Skippers (AS)

- 5. To elect officers and confirm roles**

- 6. To approve notes of the 4th Steering Group Meeting**

It was agreed that the notes were a true record of the meeting.

- 7. Other Matters arising from notes** – None

- 8. Comments from Parish Council/Planning Committee** – None

Approved..... Date

9. Finance Report

SH commented that it was her understanding from the My Community application form for the NP grant guidance notes that the Group may be eligible to apply for an extra £6,000, bringing the total grant up to £15,000 under the heading of *high growth area*.

There were some questions on the application form which were unknown and would remain so until after the consultation stage.

It was noted that BPC Planning Committee agreed to allow an initial amount of £2,000 for the Group's initial stationery/printing and publicity needs.

Invoice – Hire of Broomfield Village Hall for initial launch on 19 November - £148.50 – approved. JB requested SH to advise clerk.

10. Publicity

Facebook was discussed at length regarding its advantages and disadvantages. It was unanimously agreed that a Facebook Page be set up for the Group as it is such a useful tool if used wisely. JB asked TC if he would be the administrator. TC agreed to this for the short term.

SH to ask clerk if it would be possible to use the email address NP@broomfieldessex.co.uk

Discussions took place regarding whether it would be practical to have a website set up solely for the NP as down the line there would be lots of information and consultations to deal with via the website. JB said he would obtain a quote from a web designer for a ball park figure as we would need to obtain three quotes. **This item to be placed on next Agenda.**

Poster/Flyer to be made available for 8 November if possible . Publicity venues:

The Chronicle, Broomfield Times, BBC Essex (**JB**), Community Radio (**PM**) Facebook, Broomfield & Waltham Hub, notice boards, library, Sully's, The Angel, two churches (**RM** and **LS**), A5 leaflet drop.

11. Launch Event – 19 November

The NP logo was discussed and the wording "**on your future**" will be added after "**it's your village, have your say**". John showed some improved artwork for the green backed logo and further ideas were proposed which John said he would implement.

Scheme of the launch - add to next **Agenda on 8th November.**

12. Standard letter of Introduction to stakeholders

A letter basically to say: "*Hello, we are preparing a Neighbourhood Plan on launch date*" will be sent. (CCC Local Plan does not include Landowners).

13. Meeting Dates for next six months

8th November, 29th November, 13th December, 17th January 2017, 21st February, 21st March

14. Any Other business

PM spoke of a RCCE workshop he attended and that Thame was a good example of a NP which may be useful to peruse. He also mentioned a profile of Broomfield statistics which may be useful to display on a board at the launch day at a cost of £45. SH showed a similar profile giving statistics obtained from the 2011 census but would be timely to reproduce in a way to capture interest. It was agreed that PM go ahead and purchase the graph if he thought it worthwhile.

Meeting ended at 10.05 pm Next Meeting: 8th November

Approved..... Date