

Broomfield Neighbourhood Plan
Third Introductory Steering Group Meeting
Held on 8 September 2016 at 7.30 pm
At 20 Butlers Close

Present: John Blake, Geof Garwood, Duncan Coles, Tom Clarke, Sue Hubble

Also in attendance: Angela and Peter Marriage and Faith Marchal

As Steph is unable to commit time due to other commitments, Sue Hubble took notes

Apologies for absence: Les Steed and Angela Thomson

John Blake introduced Faith, Angela and Peter to the Group and briefly brought them up to date on what it is hoped to achieve from producing a Neighbourhood Plan.

John said Ann Skippers would be joining our October Meeting in an advisory capacity but she would not be in a position to attend every meeting.

Matters Arising:

Notes of second introductory meeting were approved

Terms of Reference:

A typo in 1.2 “compromise” should read “comprise” and under 2. Activities, the sentence should read, “Make arrangements for an Integrated Impact Assessment which may include Environmental Assessments, Habitat Regulations Assessments and all other legal requirement relevant to the Plan”. John said there is time to make any further amendments to the document if deemed necessary.

- It should be recorded that in constitutional terms the Group is a “working party” as opposed to a “committee” and
- Report to Planning Committee of BPC on a monthly basis as the Group works in tandem with the PC.
- Terms of Reference may be approved at next full Parish Council meeting in October

Financial Report:

John Blake passed around a draft project plan to February 2017 and asked Sue to give a Financial Report. Sue reported that although it was likely that we could apply for grants up to a maximum of £9,000, it was strongly recommended that we did not apply for funding until we are “some way” into the Plan to prove that we had justification to apply. The application form is 15 pages long and complicated. John requested Sue to email around the form to members.

In light of this information John said he would amend project plan under “Funding” and would request an initial amount of £1,000 from the Planning Committee’s budget to pay for printing of questionnaires, leaflets/flyers etc. There is approximately £10,000 in the budget at present but we must bear in mind that some of this may be required for the next stage of **SOB**.

Project Plan to end February 2017

- Plan publicity campaign – October 2016

- Display banners, posters etc. late October
- Set up and hold event – early November
- Avoid rolling out Plan at the same time as CCC
- Send questionnaires out in January
- Launch event in village hall February 2017

Publicity:

Advertise in Broomfield Times – already been in two issues.

Bulletins

Parish council website

Action: John Blake to request clerk to set up a Neighbourhood Plan page on website

Need to come up with slogan – may be on a green background

Ideas so far:

Help! Plan Broomfield

Your Parish – Your Plan

Open Day

20 Display board ideas including:

- Welcome to Neighbourhood Plan Event
- What is a Neighbourhood Plan
- What and where is Broomfield – make clear of the parish boundary (not just village). Features to include footpaths, church, schools, hospital etc.
- What you told us before – display sections from the Parish Plan, Village Design Statement (VDS) and Community Landscape Character Statement
- What we have achieved in last ten years (make clear areas that were identified in the Parish Plan etc. as 'less unacceptable' for development have now been used up)
- Built environment
- Types of housing and styles of housing preferred
- Infrastructure, cycle-ways etc. desired
- Two boards displaying current Local Plan to date up to 2020-21 (to keep up impetus)
- What you think?
- What other Neighbourhood Plans have achieved
- Comment boards

- Would you like to get involved?
- Short initial questionnaires

Put on slide show or talk (2 or 3 times) and utilise small hall to answer questions.

A letter to be sent to 'stakeholders' e.g. schools, hospital, employers, landowners, businesses informing them that Neighbourhood Plan is in progress.

At a later stage send specific letter with questionnaire to landowners and developers.

May be possible to use CCC database for contact information.

Meeting ended at 10:00 pm

Next meeting: **Tuesday 27 September, 7.30pm in Parish Council Office**

- *Faith Marchal said she would not be available until the New Year to join the Steering Group*
- *Angela and Peter Marriage said they would discuss between themselves whether or not they would join the Group*