

Broomfield Neighbourhood Plan
Fourth Introductory Steering Group Meeting
Held on 27 September 2016 at 7.30 pm
At Broomfield Village Hall

Present: John Blake, Geoff Garwood, Duncan Coles, Les Steed, Peter Marriage,
Angela Thomson, Sue Hubble (Note Taker)

1. Apologies for absence: Tom Clarke

John Blake introduced Les to the Group and briefly brought him up to date.

2. Matters Arising from 3rd Meeting Minutes:

- Set up and hold event – early November should read “*early November – Launch Event*”
- Launch event in village hall February 2017 should be deleted.

Notes of third introductory meeting were then approved

3. RCCE Support

John put to the group two of the support packages offered by RCCE which may be beneficial in preparing the NP and it was felt that it would be advantageous to get them on board. As some work has already been carried out, it was agreed that the cheaper of the two options, “in progress” would be the best option. If BPC were members of the RCCE there would be a saving of £200, although membership costs £86. It was unclear whether or not BPC are already members but if not it would be worth joining to take advantage of the saving. The total amount would therefore be £686 if joining was required. JB to check.

The RCCE will be invited to three future meetings, be requested to check the Terms of Reference, give guidance on our consultation techniques, involve them in the Launch Event and data-analysing.

John said he would email RCCE with the work carried out to date and invite them to the next meeting.

4. Publicity/Questionnaires/Flyers/Launch Event/Funding

Flyers, publicity and questionnaires were discussed and John showed some artwork which gave ideas on what could become the slogan on flyers, questionnaires, website etc. and these ideas will continue to be worked on before the next meeting.

It was felt that questionnaires should not only be “put through doors” but the option given to complete on line, by email and by post.

Ideas on wording for a snappy slogan were discussed to promote the event and “It’s Your Village, Have Your Say” was thought to be a good choice.

The launch date was agreed for Saturday 19th November 2016. The hall will be available from 11.30 am and open to the public from 12.30 pm until 7.00 pm, or until the public stopped arriving.

A general informal questionnaire would also be available at the launch event.

The following items were agreed:

- six banners would be made and placed on the village gateways and greens with a provision to add dates and times so they could be re-used for future events
- all publicity material to be distributed from week commencing 7th November.
- there is enough justification to apply for an initial grant of £4,000. Sue to proceed completing the application form:

Publicity	£ 1,000.00
Banners	400.00
Questionnaires	2,500.00 (JB to check)
Hire of Hall	148.50

5. Letters to Stakeholders

The exact same letter would be sent to stakeholders to advise them that a neighbourhood plan was in progress and date of launch. CCC would be requested to supply us with addresses from their database but if they are unable to pass information on because of the Data Protection Act, they would be asked to forward letters on our behalf.

Names and addresses would also be required for clubs, organisations, hall hirers, cottage gardeners by next meeting. Sue to liaise with Village Hall secretary.

Items for next Agenda:

Article for Chronicle

Radio Interview

Press

Next meeting dates: **Thursday 20 October, 7.30pm in Parish Council Office** and
Tuesday 8 November “

The meeting ended at 9.30 pm