

Broomfield Neighbourhood Plan

Second Formal Notes of Steering Group

Held on 8th November 2016 at 7.30 pm at Broomfield Village Hall

Present: John Blake, Sue Hubble, Angela Thomson, Duncan Coles, Peter Marriage, David Howell

16. Apologies for absence: Geof Garwood, Les Steed, Tom Clarke

17. Declarations of Interest – None

18. To approve notes of the 1st formal steering group meeting - Approved

19. Comments from Parish Council/Planning Committee –

- Notes of steering group meetings to be submitted to Planning Committee
- Costs approved for hire of hall on 19th November and RCCE membership

20. Other Matters arising from notes of last meeting:

Website, Facebook and email address to be discussed at item 26.

21. Finance Report

SH commented that she had registered the Group's interest to apply for funding of £15,000 from My Community "Locality" and application for grant must be submitted by 28 November at the latest. The grant should include the amount expected to be spent within six months. Thereafter a second application may be submitted. It is only recommended that two applications are applied for. SH said technical support was also available. As soon as the Group's plan is available, the application may be submitted.

A second bid may include a landscape character but this can be discussed at next meeting when AS is in attendance as it would be good to get her input.

It was agreed to approve the invoice for £95 – RCCE membership and the Broomfield's profile.

22. Scheme of Launch

As the large hall will not be available until 12:00 the start of the launch has been delayed until 12:30. Although boards can be set up in the small hall by 11:00. SH to amend website.

23. Leaflets and Flyers

- JB said he had arranged for three banners to be made for Church Green, Angel Green and one of the village gateways (by Gutters Lane). DH agreed to put these up with the help of village attendant
- JB said he hoped to have text for flyers available and printed by 10th November. These would be folded A4. With the poster on cover and text on the two inner-side pages (A5)
- JB said he would speak to Village Hall secretary to enrol the help of the people who normally deliver the Broomfield Times if possible.

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Approved

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Date

- Flyers to go to every home in Broomfield.
- JB said he would also arrange for 25 posters to display around village, including three notice boards. SH agreed to laminate and pass 5 to DC for displaying at Broomfield Hospital.

24. Launch Event

JB said there would be 10 A1 boards available, front/reverse and partitions. Maximum 30 A1 displays.

PM and DC said they would liaise with each other to select 10 interesting items from the Broomfield Profile to blow up for displa. Also old maps and maps of developed areas and what has changed from previous VDS's could be displayed. PM said he may be able to provide some photographs.

JB commented that he would arrange for a PowerPoint presentation to be made on the hour, every hour, followed by a question and answer section. There would also be a display of the previous survey taken to see if parishioners had changed their minds since.

A banner would be displayed in the entrance hall and it was agreed for a rota to be set up so a member of the Group could take names, email addresses etc as people entered. DH kindly agreed to purchase tea, coffee, milk and biscuits.

25. Publicity

JB to contact Chronicle by midday on Tuesday and will give them an article. PM gave JB the contact details of Community Radio.

26. Website and Facebook

SH said a free website is now set up at <http://www.essexinfo.net/broomfield-neighbourhood-plan-2/>. As the website address is not very snappy, it has also been set up so that it can be reached via the parish council website by using: www.broomfieldessex.co.uk/np

The email address has changed from the previous one agreed and is now: broomfieldnp@btinternet.com

27. Standard Letter of Introduction to stakeholders

JB said he would prepare a brief letter advising a neighbourhood plan is being produced and this would be sent to: landowners, all businesses and organisations including: schools, churches, self-employed and larger businesses, library, hospital, developers, associations, etc. etc.

Invites to the launch will also be sent to neighbours: Writtle, Chignal, The Walthams, Newland Springs and City Councillors.

28. Date of Next Meeting – 29 November - Also - members to meet at the village hall on Friday 18 November at 7:30 for a quick resume.

Meeting Ended: 9:27 pm

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Date