

**BRACKENFIELD NEIGHBOURHOOD PLAN
MEETING OF THE NEIGHBOURHOOD PLAN GROUP
AT THE PLOUGH, BRACKENFIELD
ON THURSDAY 6 JULY 2017 AT 6PM**

Present: Linda Walker, Catherine Tomlinson, Rachel Robson (Consultant); Martin Philips, Peter Pilsbury, Billie-Jean Poole, Stefan Priest, Laurinda Mannifield, Alan Mannifield, Graham Keeton, Mike Edwards, Christine Edwards, Anne Edgar, Jane Bush, Leslie Barker, Iain Armour

Terms of Reference:

There was a brief discussion of the draft document, circulated by Christine prior to the meeting, which was based on "Terms of Reference" used in Cornwall and recommended by Rachel Robson as a good example. This was amended and adopted.

Presentation by Rachel Robson:

Rachel gave a summary of her background, experience and the work of Andrew Towlerton Associates (part of the Yourlocale network). Andrew Towlerton Associates is a locally based business established specifically to support town and parish councils undertaking Neighbourhood Plans and related activities. They are currently providing professional support to over a dozen parish councils preparing Neighbourhood Plans in Yorkshire and the East Midlands, including Dronfield, Wingerworth, Holymoorside and Walton and Ash over in North East Derbyshire. Rachel is a qualified Planner, with over 10-year's experience in local government. She has been assisting parish and town councils in the development of Neighbourhood Plans for the past two years. Andrew Towlerton, is a RTPI qualified Planner and National Planning Advisor (p/t) to the Society of Local Council Clerks (SLCC). He is also a Parish Clerk, and formerly an Assistant Director at North East Derbyshire District Council. Rachel explained that a grant of up to £9,000 is available from Locality Funding and that a further sum may be available from Awards for All. Andrew Towlerton Associates could assist with the grant application. The following steps would be survey and analysis of data, development of a vision and policies relating to the environment, design and heritage and the gathering of evidence to justify policies. As Consultant, Rachel would ensure that policies are appropriately worded and justified and that the technical elements of the plan are robust. They would write the Basic Conditions Statement, Consultation Statement and Strategic Environmental Assessment. They would be able to prepare the Plan for submission.

Appointment of a Consultant:

Rachel left the meeting at this point and there followed a discussion about the needs and priorities of the planning group and the services offered by each of the two consultants approached. It was agreed that Rachel Robson should be appointed.

Next steps/way forward:

Project plan and Grant Application: Rachel will ask Andrew Towlerton to prepare a breakdown of tasks and associated costs, to be discussed at the next meeting and to form the basis of the funding bid.

Preparation of a Survey: Rachel will look for examples of community surveys to help us get started.

Involving the whole community: Information about the process and what is happening will be displayed at the Picnic on the Green on Sunday 16 July. Christine will prepare some information sheets and an initial informal consultation exercise. Rachel will send Christine some useful questions/information.

Next meeting: Tuesday 8 August at 6pm at The Plough

The meeting closed at 7.15pm