

Rolleston on Dove Parish Council - NDP Steering Group - Minutes of Meeting

Minutes - Meeting held 13th April 2018 at 7 pm

Location	Rolleston Club Committee Room
Attendees:	Cllr Barry Gooding (BG), Lisa Claber (LC), Jo Daniel, Cllr Steve McManus, Peter Barnett, Philip White
Distribution:	Members + Parish Clerk + Parish Councillors
Chairman:	Lisa Claber (LC)
Next Meeting:	Friday 20th 2018 commencing at 7 pm in clubhouse meeting room

Purpose of Meeting: To review V6 of the DRAFT NP and action from meeting held 23rd March
 To discuss Grant Application
 To discuss Condition Statement
 To discuss Consultation Statement
 To discuss Reg 14 Application Letter
 To discuss publicity for Reg 14

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
1.0	Apologies for Absence		
	None		
2.0	Actions from meeting held 23 March 2018		
2.1	a) Rollestonian insert sent to PC for inclusion in next Rollestonian b) Copy of previous, February 2013, Reg 14 submission letter from PC tables c) PC has withdrawn the Rolleston Village Design Statement (1998) d) Grant application – see below		
3	Notes of meeting		
3.1	<u>Groundwork grant Application</u> Original grant application was for £9k but only £7,250 granted due to not able to include UV “Support Package 2” Reg 14 Response & Analysis at this stage.		

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
3.2	<p>The PC had paid invoices out of the grant to UV, to Staffordshire Wildlife, and for room hire and printing costs of £5984.90 + £1080 VAT. Monies totalling £1265.10 not spent have been returned to Groundwork.</p> <p>The new grant application is for monies of £3015.10 for UV “Support Package 2” work, for publicity, for room hire, printing etc.</p> <p><u>V6 version of Draft Plan</u></p> <p>The plan was in the process of being updated with the latest revisions received from UV.</p> <p>The Policies were discussed again and agreed.</p> <p>To date, we have not received any comments back from ESBC as regards the “screening process” ongoing at this time.</p> <p>The V6 version of the draft Plan will be issued to members over next few days for final review.</p> <p>The Consultation Statement and the Conditions Statements to accompany the NP submission were discussed. The DRAFT statements will be emailed to members for review/comment.</p> <p>The format and content of the submission letter from the PC to ESBC was discussed. The previous letter of 2013 was discussed; it was agreed that the submission is by the PC and not by the steering group. Draft letter to be sent to members over the next few days for review/comment</p>	<p>LC</p> <p>LC</p> <p>LC</p>	
3.3	<p><u>Reg 14 submission date</u></p> <p>The 21st April 2018 provisional submission date provided by ESBC is still to be confirmed by ESBC. The group understands that there are no issues relating to the submission as regards ESBC. The group awaits the firm date to submit from ESBC</p>		
3.4	<p><u>Publicity, communication and consultation</u></p> <p>The neighbourhood planning Regulation (Regulation 14) requires the draft plan proposal to be subject to a six-week consultation before it is submitted to the local authority for independent examination.</p>	<p>ESBC</p>	

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
	<p>Discussion on the above resulted in the following:</p> <ul style="list-style-type: none"> a) The parish clerk to inform neighbouring parishes of the plan submission date and website where it can be viewed b) 5 x A4 copies of the draft Plan to be printed and distributed to: Rolleston Club lounge; the Jinny pub; the church; etc c) A press release will be sent to the Burton Mail d) The notification letter, statements and draft Plan will be uploaded to the village web site, the PC website and on PC Facebook page e) Approximately 1500 x A5 format leaflets will be produced and printed, to be part of a mailshot to all homes and businesses in the village. The contents of the leaflet will include: date of draft plan submission; where the draft plan can be seen; how to comment on the draft plan and where to return comments; advise of “drop in centre” date and location; etc. etc. Jo to propose contents of leaflet to members for review. LC to publish leaflet and agree printer. Parish clerk to be requested to provide list of names and distribution areas of person who distribute the Rollestonian. Once received names and distribution areas will be confirmed f) A provisional date for the “drop in centre” is Saturday 19th May time 9am to 5pm, subject to booking. Parish clerk to book and confirm date. We will require assistance from PC members to attend the “drop in centre” day. It was agreed that the group would also have a small “stand”, and be manned, on Transport Day Monday 30th May. Names required to man stand g) For the “drop in centre” day, Jo will produce a proforma for comments received from visitors to the “drop in day” 	<p>BG and Parish clerk</p> <p>LC</p> <p>JD LC</p> <p>BG and Parish clerk</p> <p>BG and Parish clerk</p> <p>BG and Parish clerk</p> <p>ALL</p> <p>JD</p>	

	<u>Note</u>	<u>Action</u>	<u>Deadline</u>
4	PROJECT PLAN		
	Updated and issued to members with these mom	BG	
5	<p>AOB</p> <p>None</p> <p>Next Meeting Friday 20th April commencing at 7pm</p> <p>Proposed AGENDA</p> <p>1 Review V6 of draft plan and finalise</p> <p>2 Agree statements and submission letter</p> <p>3 Confirm submission Reg 14 date and start of 6-week consultation period</p> <p>4 Agree leaflets and printing</p> <p>5 Confirm “drop in centre” venue and date</p> <p>6 Agree Comments proforma</p> <p>7 Agree names and routes for leaflet distribution</p> <p>8 Agree Burton Mail insert</p>	ALL	