

Tibshelf Parish Council
Notes of the meeting of the Neighbourhood Planning Steering Group
held on Tuesday 28th September 2021 at Tibshelf Village Hall,
at 7.00 p.m.

Present: Councillors. M Coupe (Chair), A Beckett, P Billington, D Watson
Community. B Green (Vice-Chair), S Haddock, M Shreeve

In attendance: M Scarborough (Communication and Projects Officer)
A Towlerton (Planning Consultant)
1 member of the public

1 Apologies for Absence

Apologies for absence received from Councillors: I Brentnall, S Wood
Apologies for absence received on behalf of the Community: H Channon, E Ball

2 Notes of the meeting held 17 August 2021

All in favour of accepting the meeting notes as accurate.

3 Grant funding existing and additional funding (tabled)

A Towlerton explained that the Parish Council does pay 10% of the overall costs, but the rest can be covered by grant funding from Locality. The Steering Group had £8,000 remaining to bid for. The grant application form would need to go in immediately because they won't accept retrospective applications and there needs to be at least one month gap between applying and an event occurring.

M Coupe explained that it was the Parish Council who must apply for the grant and this must have Parish Council approval.

A Beckett suggested placing an extraordinary meeting of Tibshelf Parish Council immediately before the Village Hall management committee meeting on Tuesday 5th October 2021 to formally approve the application.

A Towlerton recommended bidding for £3-4,000 to cover the whole Regulation 14 period. All bids must be reasonable and spending justified to the grant funders.

D Watson proposed making a donation to the church to cover the costs of holding the exhibition. All in Favour

M Coupe proposed going ahead with the Public Exhibition printing, subject to approval from the Extraordinary meeting of Tibshelf Parish Council on 5th October. All in Favour

S Haddock said that the publicity period would begin on Monday 18th October 2021. This would involve the delivery of an A4 leaflet to every home.

A Beckett asked if this would be delivered by the Scouts separately, or delivered with Tibshelf News, the Parish Council's newsletter.

The Communication and Projects Officer explained that Tibshelf News would go out on the 30th of October, which would be too late. However, an article will be included in the newsletter over the middle spread.

D Watson suggested the Steering Group members deliver the leaflets.

S Haddock would split the parish into sectors and this could take a few hours in an evening. M Coupe would send an email requesting volunteers.

A discussion occurred around if 18th October was too early to drop the leaflets. The Group agreed that having a double-hit of information, one around the 18th October and then one again with Tibshelf News between 30th October and 14th November, would be the best approach.

M Coupe offered the use of his property to display the exhibition banner when it was Remembrance Sunday, if the banner would create any problems. M Shreeve would check with the Vicar.

M Coupe proposed that publicity begins on the 18th October with:

- the banner at the Church,
- posters going up in shops, schools, noticeboards etc
- begin to deliver the leaflets (which could take 2-weeks), and
- Advert in Tibshelf News

All in favour.

4 Public Exhibition: Timetable and Updates

S Haddock explained that the Parish Council printer would be needed and he would come in for a test run.

A Beckett asked if it was cheaper to use the budget with Roy Nadin Ltd printers than use the Parish Office printer. S Haddock confirmed it wouldn't be. The office printer would cost £163.66 whereas Roy Nadin would cost £985.23 for high quality versions. Roy Nadin should be reserved for the final version, rather than draft versions that could need amending after public consultation or the examiner.

S Haddock suggested 100gram paper might be needed rather than 80gram to ensure see-through doesn't occur.

Two weeks would be needed to print the posters and a further two weeks to organize and print the exhibition banner. It is important to sort out the budget now so these tasks can be gotten on with.

The indicative draft would be printed on the parish office printer and the supporting evidence documents. This will total 196 pages. Roy Nadin will be printing 2,000 A5 leaflets, A3 and A4 posters and also the exhibition panels in A3 and A1. 140 of those to be printed and mounted.

The publicity period should be a minimum of 4-weeks. The Steering Group has allocated 5-weeks.

Roy Nadin has already been paid the £985.23 to do the final version of the plan and supporting documents. The total exhibition costs and leaflet distribution is £1,423.07. Roy Nadin has already been paid £462.33, leaving £960.74 remaining to find funding for from grant funding or Parish Council.

A Beckett asked if the referendum would incur any additional costs. S Haddock explained that it was optional for the group to campaign for a Yes or No vote, but the referendum itself would be handled by Bolsover District Council who pay for this to happen. The Parish Council could also campaign to get the vote out.

A Towlerton explained that in terms of the referendum, the Parish Council can only pay for 'please vote' publicity because the Parish Council is bound to be neutral. Individual councillors can campaign in their capacity as a member of the public. Parish Council staff cannot be seen to promote Yes or No.

D Watson asked if the £960.74 outstanding should come from grant funding rather than the Parish Council.

A Beckett explained that funding was only applied in small amounts as and when it was needed, but the Steering Group had more than enough money left with Locality to apply for.

5 Date and time of the next meeting

The Steering Group agreed that the next meeting shall be held on Thursday 11th November 2021 at 7pm in Tibshelf Village Hall.

The meeting closed at 8:03 pm.