



**Abbots Bromley Parish Neighbourhood
Development Plan**

Abbots Bromley Parish Neighbourhood Development Plan Working Group (ABPNDPWG)

Minutes of the meeting held on Thursday 27th October 2016 - Church House

Present: (BW) Bryn Walters* (Group Chair), **(RR)** Ros Robb*, **(PM)** Peter Male, **(TW)** Tom Wheeldon, **(SP)** Stephen Perrins, **(AB)** Anna Bebbington, **(PR)** Phil Ryan * **(SA)** Stuart Appleby, **(GH)** Greg Hall**

* Parish Councillors.

** East Staffordshire Borough Councillor

1. Apologies for absence

(NH) Neal Haywood

2. Declarations of Interest

None

3. Review and agree minutes of the last meeting (14th July 2016)

PR noted that he was at the meeting and as such did not offer a meeting apology. It was agreed to amend. The actions for the last meeting were also reviewed and completed. AB to look at the issue of new traffic survey work. The agreed minutes will now be added to the NDP website.

4. Housing Needs Assessment progress update (TW & SA)

TW confirmed that collections had been made from all of the posting points. At the time of the meeting approximately 150 completed questionnaires had been returned representing around a 15% rate of return.

It was agreed that the information would be populated into a spreadsheet format, similar to the process that NH led on at the time of the first consultation. TW agreed to lead on this, with the help of others in the group. PM & SA initially volunteered. BW mentioned that as NH had worked on the previous consultation he should also be contacted when available.

TW produced an analysis of Question 18 which asked *“Would you support building a small number of homes in the Parish if they would help to meet the needs of local people?”* Of the 116 (to date) responses to this question 104 people answered “yes” to only ten entering “no” The remainder offered no answer to the question. There is a clear indication therefore from the local needs assessment that some building is supported.

As the consultation period is drawing to a close the statistics need to be fully completed and drawn together into a report of the consultation. BW will look at pulling together a draft report once others as described have worked through the statistics.

ACTION: TW to arrange with members of the group to meet to complete this task.

5. Next Step discussion – review and agree draft site assessment criteria approach

BW introduced the discussion. Given that the HNA assessment is drawing to a close the group needs to consider how it reflects the results of the consultation to the community and how the group builds upon the information provided. As part of this, before the meeting BW circulated a draft Landscape Character, Built Environment and Site Selection Methodology. The format used for this was based around the approach taken by the Denstone Neighbourhood Plan Group. The site assessment approach uses a “traffic light system” for identifying the suitability of potential sites. It is important that the methodology for assessing potential sites is agreed prior to the group assessing any particular sites. This was unanimously agreed. PM made the point that the assessment is for assessing residential rather than other types of development and as such this should be reflected. SP queried whether a similar approach should be taken in relation to commercial and business development. GH outlined that such issues could be criteria (policy) based within the plan.

The group put forward changes and additions to the draft.

ACTION: BW to make changes to the draft as discussed and circulate a re-draft for the next meeting.

Once the group has agreed the approach it will be communicated to the wider community alongside the feedback on the HNA process. There will be the opportunity for the community to feed into the draft methodology as the group agreed that some issues that merit inclusion may have been missed. It is also important to give the community early sight of the proposed site selection approach as ultimately this is what will determine what housing sites are or are not taken forward within the plan.

It was agreed that an event would be run in early December to both feedback on the results of the HNA and introduce the draft site selection process as described.

6. Arrangements for community meeting – presentation of HNA results and consultation on site assessment approach

BW put forward a suggested format. A presentation of our work so far and an introduction to the HNA results delivered at 19:00, lasting for approximately 30 minutes (to include questions). This would be supplemented by displays of both our previous work and

consultation that people could “browse” The presentation would also introduce the draft site selection methodology and the opportunity would be given for visitors to suggest additional criteria. This will be delivered by way of writing on post-it notes and then sticking them on a board. AB confirmed that she has access to a suitable board for this.

PR put forward a suggestion that a Thursday evening would be best for a community gathering. The group agreed.

A date of **Thursday 1st December 2016** was therefore agreed for the event. It was agreed that the village hall would offer the greatest level of space; if not available then the Church House would be sought as an alternative. It was also agreed that refreshments would be offered.

ACTION: TW to investigate a venue booking (Update: 02-11-16 The village hall is not available and so the Church House has been booked)

In terms of the displays AB to lead on this with the help of BW. AB will also provide the necessary display stands and boards. BW to provide post-its and other materials.

The group discussed the issue of advertising the event. PR outlined that the Parish Council Newsletter is due to go out over the next day's/weeks and so an article could go in.

ACTION: BW to produce an article and advert for the Parish Council Newsletter. Publication to also go into the December edition of the Parish News, on the notice boards, website and Social Media.

7. History of AB opening chapter draft (PM)

PM introduced the draft chapter which he has worked on with local resident Keith Baker. Despite interest previously no other member of the community has come forward to offer help or material to PM for this work.

The group thanked both PM and Mr Baker for their work and agreed that the draft is a useful piece to go forward for draft plan consideration. There was some concern raised about the tone of latter parts of the chapter that appear to drift into opinion and hearsay on issues such as transport. Such issues will be considered as topic areas as the evidence base develops.

8. Chair to update group on Parish Council meeting (26th Oct 2016)

BW confirmed that the PC had been fully updated about progress on the NDP and were fully supportive. The PC also welcomed the emerging results of the HNA.

9. Date and time of next meeting

The next meeting will be:

Thursday 17th November 2016, 19:00 – Church House (upstairs room)

N.B. SA offered apologies, SP unsure at this stage of availability but will confirm.