



**Abbots Bromley Parish Neighbourhood
Development Plan**

Abbots Bromley Parish Neighbourhood Development Plan Working Group (ABPNDPWG)

Minutes of the meeting held on Thursday 15th June 2017 - Church House

Present: (BW) Bryn Walters* (Group Chair), (RR) Ros Robb*, (AB) Anna Bebbington, (SA) Stuart Appleby, (PM) Peter Male, (GH) Greg Hall**

* Parish Councillors.

** East Staffordshire Borough Councillor

1. Apologies for absence

(NH) Neal Haywood, (TW) Tom Wheeldon, (SP) Stephen Perrins, (PR) Phil Ryan*,

2. Declarations of Interest

None

3. Review and agree minutes of the last meeting (8th June 2017)

The minutes were agreed as an accurate representation. The agreed minutes will now be added to the website.

4. Work Programme Discussion

BW raised representations from ESBC on the draft background documents. Although comments have been raised, mostly they relate to formatting matters and no serious technical issues were flagged. As such BW proposed that the documents are not iterated any further at this time as to do so would be disproportionate in terms of effort required and resource. Efforts are better concentrated on other areas of work, in particular moving towards the draft plan for consultation.

BW reiterated that we need to get the documents onto the website in order that the community can view our work so far. This was requested by a number of residents at the village hall site assessment event and our procrastination on this as a group continues to delay fulfilling that request.

PM disagrees and believes that further work on the drafts should be carried before they enter the public domain. He sighted what he perceives as irrelevant information in some of

the documents that considers regional data of little application or benefit to local residents or to the NDP process. RR pointed out that the planning inspector that reviews the documents later on in the process will expect a high level of detail and that over provision is better than under provision in this regard. GH and others agreed.

BW asked for support for the proposal from members present. All agreed with PM objecting on the grounds that other group members may not have fully read or contributed to the process to date. The motion was therefore carried.

ACTION: That there should be no further iteration to any of the background documents on Dropbox by any group member with immediate effect. BW will make arrangements for the work to be uploaded to the NDP website.

With the above agreed BW turned group attention to the draft plan process. It was agreed that Dropbox would be used for all NDP members to take collective responsibility for completing the draft plan. The group agreed that by using this method it wouldn't be necessary in the initial stages for any one member to have to be a "draft plan lead" as it would be possible for everyone to contribute.

PM flagged concerns about the possibility of different versions of the plan appearing in Dropbox. If different group members are adding content then it may become confusing as to which version is the most recent. The group agreed that this could be an issue. PM proposed that a "work sheet" should be added to the front of the document that would cite whether a group member had the document open and was actively adding or changing content. Each group member should use a different colour where possible.

The group agreed that this could work but that it maybe rather cumbersome in practice as it relies on everyone remembering to fill out the sheet.

BW pointed out that word has a "locked editing" function that prevents someone from changing a document if it is already being edited by someone else. AB was asked whether this function exists in Dropbox. The group agreed that it would make most sense to explore this option as a priority.

BW mentioned the draft plan skeleton that contains draft section headings that was circulated a few months ago. The group recall the draft but no group member present could readily identify its location. It will therefore be necessary to either find the previous version or re-draft so that it can be added to Dropbox.

The group agreed that AB is best placed to act as overall Dropbox administrator and she will make decisions on how best the group gain read and accessing rights to the system.

ACTION: BW to re-send draft plan skeleton to AB

ACTION: AB to research Dropbox functions to ensure that the system will be fit for purpose given comments raised as above. AB to upload plan skeleton received from BW and to brief the group accordingly.

ACTION: ALL group members to login and contribute to the draft chapters that can be worked on once set up. Progress to be reviewed at the next meeting.

5. Updates:

- **Abbots Bromley School**

BW drew the group attention to a letter sent to Abbots Bromley School that identifies concerns with regards to the information that the school is presenting to the community. TW raised initial concern with both BW and GH and asked that the school be written to before the school "Vision Evening" due to be held on 15th June.

A copy of the letter sent is appended to these minutes.

- **Abbots Bromley Surgery meeting (Weds 14th June 2017)**

The group were updated that BW, TW and GH met with the surgery on 14th June. Lucy Howlett (LH) confirmed that the practice would consider relocation provided it offered a freehold of the land as that is the arrangement for the current site on Schoolhouse Lane. Whilst open to further discussion they do not currently see the need to relocate and claim that they currently have both adequate parking and access, two areas that had previously appeared to be a potential issue.

LH did confirm an approach had been made to the surgery by consultancy firm WYG who have an interest in a site on Ashbrook Lane.

BW confirmed that he has spoken with Julie Hughes (JH), Primary Care Manager at East Staffordshire Clinical Commissioning Group. JH confirmed that County wide the Staffordshire Strategic Commissioning Team is currently assessing rural health and social care provision. They are interested to discuss and work with Neighbourhood Development Plan Groups as part of their work.

6. Date and time of next meeting

The next meeting will be:

Thursday 6th July – 19:00, Church House (upstairs room)

ACTION: TW to action room booking