



**Abbots Bromley Parish Neighbourhood
Development Plan**

Abbots Bromley Parish Neighbourhood Development Plan Working Group (ABPNDPWG)

Minutes of the meeting held on Thursday 11th January 2018 - Church House

Present: (BW) Bryn Walters* (Group Chair), (GH) Greg Hall** (present for part of the meeting) (PM) Peter Male, (AB) Anna Bebbington (RR) Ros Robb* (PR) Phil Ryan* (SP) Stephen Perrins, (SA) Stuart Appleby (present for part of the meeting)

* Parish Councillors.

** East Staffordshire Borough Councillor

1. Apologies for absence

None

2. Declarations of Interest

AB declared an interest in relation to her new job which involves a contract with Bellway Homes.

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

The group discussed the draft minutes. PM requested that page one, section 3 reflects that the decision to draft and send a letter to AB School was a majority decision of the group rather than a decision taken "as a whole"

PM raised that the minutes and future agendas should have a Matters Arising section. This was put to the group and a majority agreed.

PM raised other issues, however having agreed to a Matters Arising section in future meeting agendas such issues will need to be raised again in order that they can be properly discussed and minuted.

ACTION: That future agendas will have a “Matters Arising & Correspondence” section.

Subject to the changes above the group agreed that the minutes are an accurate reflection of the meeting. The agreed minutes will now be added to the website.

4. Group Terms of Reference (ToR) and the filling of group vacancies

BW updated the group that the Parish Council considered a re-draft of the ToR at their meeting on 3rd January. PM, GH and PR suggested amendments that it was agreed should be suggested to the Parish Council.

It was agreed that:-

The last bullet point on page 1 would be edited to remove the ‘requirement’ a quorum for a NDP meeting would be 5 with at least 2 parish councillors. ‘full’ should be deleted on page 3 where on 2 occasions it prefaced ‘Parish Council’

ACTION: BW to re-draft ToR to reflect suggested changes. The re-draft to be considered by the Parish Council

The group discussed the filling of the two group vacancies. The Parish Council has agreed that the NDP Group should seek to fill the positions in order that the group can operate with ten members, as the ToR requires. Subject to being kept fully informed the Parish Council is happy for the NDP group to lead this process as it is best placed to determine the skills needed.

PM queried about the role of Vice Chair. BW confirmed that a new vice chair will be sought once the NDP group has filled the two vacancies. As per the ToR that role is to be filled by a Parishioner. We should be in a position to agree this at the next meeting.

An advert (see Appendix A) has been placed on community social media forums, village noticeboards and other prominent places around the village. A deadline of 29th January has been set and it is anticipated that those who have come forward will be announced to the Parish Council at their meeting on 31st January.

BW updated the group that to date one expression of interest has been received from Keith Baker.

The group agreed that despite the adverts it may be necessary for group members to approach members of the community directly to ask if they would be interested.

ACTION: All Group members to promote the vacancies amongst the community

5. Update on the draft plan process

AB updated the group on the drop in session held at 'On the Green' on 21st December 2017. This session was aimed at providing a hands on tutorial of Drop Box, which some members have been consistently struggling with. PR confirmed that the system appears unable to be updated online and that a document needs to be downloaded into Word, worked on and then re-saved into Drop Box in order to share. The advantage of using Dropbox to edit on line therefore doesn't seem to exist. PM suggested that the draft plan be saved into chapters in order to make the document easier to work on in topic chunks. It was also suggested that each chapter should have an edit page to make it clear when alterations to a chapter have been made and which group member has made them. This will require different colours for each member to use.

A majority of the group agreed to these suggestions.

ACTION: BW and AB to set up the Drop Box sections and the edit front page as described

Given the above BW expressed concern that progress on the draft plan has slowed and that a re-doubling of effort is required if we are to hit the draft plan consultation target as set out in the plan timetable. A majority of the group agreed and confirmed that draft policies are needed for the next meeting in order to discuss/agree.

6. Correspondence

An e-mail has been received from Keith Baker as covered under item 4. The letter of resignation received from Tom Wheeldon has been recorded in the agreed minutes of 8th December 2017. The Parish Council has also received and recorded receipt of the same letter.

7. Date and time of next meeting

The next meeting will be:

Thursday 1st February 2018 – 19:00, Church House (upstairs room)

ACTION: PR to action room booking



Would you like to join the Abbots Bromley Parish Neighbourhood Development Plan Group?

Happy 2018! As the New Year begins the Neighbourhood Development Plan (NDP) group has two vacancies that have arisen that we would love YOU to fill!

If you live in Abbots Bromley Parish and are passionate about how it can both be protected and enhanced for the future then we need to hear from you. It's an exciting time for the plan as we are currently working on the first draft to get ready for consultation so you can have a real influence on this vital step.

If you want to find out more then please visit the website:

http://www.abbotsbromley.com/neighbourhood_plan

or e-mail us at:

abbots.bromleyndp@gmail.com

How to apply:

If you wish to be considered then please e-mail (address above) by **5pm Monday 29th January 2018**. It would be helpful if you could provide a short summary of your background and what aspects of the NDP you are most interested in.

Given the stage that we have reached in terms of the drafting of the plan we would particularly like to hear from anyone with experience/knowledge/access to computer publishing packages and knowhow!

Once expressions of interests have been received by the deadline they will be notified to the Parish Council for consideration at the 31st January meeting.

Good luck and thank you!