

MINUTES FROM NDP MEETING – 7pm CHURCH HOUSE 2nd JULY 2018

Attendance: Keith Baker **KB**; Rob Humphries **RH**; Peter Male **PM**; Chris Whorwood **CW**; Mike Hobbs **MH**; Georgina Kelly **GK**; Julie Wheeldon **JW**; Phil Charles **PhC**

Apologies: Greg Hall **GH**; Phil Ryan **PR**

Other attendees:

There was an Agenda for the meeting which had been circulated earlier to all attendees

Peter Male called the meeting to order.

1. Introductions

All attendees provided a brief statement of who they were, and why they wished to be become involved as a committee member for the ABNDP.

Some comments that came out of the individual statements were as follows:

- Improvements to community engagement.
- Wish to produce more robust evidence of work completed to date
- Still awaiting minutes to be produced for a number of recent meetings of the outgoing NDP Committee

2. Appointment of Chairman / Vice Chairman / Secretary

Mike Hobbs had been earlier proposed as Chairman by Greg Hall; 2nd by Chris Whorwood. Mike Hobbs accepted. All present approved.

Peter Male was proposed as Vice Chairman by Keith Baker; 2nd by Julie Wheeldon. Peter Male accepted the role on a temporary basis for the foreseeable short term. All present approved.

Julie Wheeldon volunteered to fulfil the role of secretary for the foreseeable short term. All present approved.

The Group wish to co-op a secretary for the long term. All present agreed to Julie Wheeldon advertising for the role.

ACTION: JW

3. Report of PC meeting 27th June 2018

See Appendix 1 to these minutes

4. Agree protocol for future meetings

- Matters Arising from previous meeting minutes to be included as standard practice in all future Agenda.
- AOB to be included as standard practice in all future Agenda.
- Meetings to start at 7pm prompt.
- Meetings will be held on Thursday.
- At this time it is considered essential to meet weekly.

- Venue for meetings will be Church House. Parish Council will fund facility hire costs.
- Every 3rd meeting will be open to the public to attend. It will be necessary to hire the large downstairs room in order to facilitate this requirement.

5. Review Terms of Reference

Recent proposed ToR's by the Parish Council (PC) met with some concern. The committee felt 'hamstrung' in getting on with the work in hand by the proposals.

Peter Male offered some personal suggestions in relation to the production of effective ToR's. The committee agreed to look at the proposals and give a detailed response via Email in order for the PC to be briefed on the outcome ASAP.

ACTION: ALL

Further comments from committee in relation to PC proposed ToR's:

- The proposed ToR's appear to be a PC 'wish list'.
- Who is running the NDP committee?
- NDP committee accept the idea of discussion on ToR's with the Consultant.
- Comments at the recent PC meeting indicated a lack of appetite for volunteer PC members to attend meetings..... also it was most evident with the previous committee were conducted without this rule being enforced.
- If PC attendance is not forthcoming the concern is that meetings will NOT take place if it is deemed necessary to have a PC member to form a quorum.
This is a critical concern for the NDP Committee as time is short.
- The need to have a PC member in attendance is seen by the NDP committee as 'baby sitting'
- How beneficial would a rotating PC attendance role be to the NDP Committee?
- The PC has every right to attend NDP meetings, just don't make it a pre-requisite.
- The NDP committee expect to fully report progress to the PC in accordance with good governance.

6. Consideration for setting up dedicated NDP website and ground rules for administration

The current web site is run through Eric Roy. Whilst it is appreciated that Eric does this for free, it only allows for the uploading of information when Eric is available to do so. **To date this has proved ineffective for the important requirement of keeping the community readily involved and updated of progress.**

Discussions on this topic included:

- Future web site to have a 'forum' option added to improve communication potential and to aid transparency of the work of the NDP Committee.
- How to exchange documents as they are very large and difficult to Email.
- Possibility of a 'shadow' web site. **This suggestion was dismissed following discussions.**
- 'One Note' allows addition of comments. 'Google' has an extensive suite of formats that could prove effective. 'We transfer' is really simple to use, and another alternative for sharing large documents.

- Bob Foyers (external advice) provided some detail on production of web site and likely expenses.

ACTION: JW to provide details of this

- Phil Charles believes £2500.00 exists in a fixed budget, but is not sure.

ACTION: PhC to investigate this and report back to the committee ASAP

7. Review process for distribution of electronic documents and NDP Emails

The committee are committed to improving the communication links with the community.

- The whole process is all about public engagement, alongside the production of robust evidence to support the decisions.
- Needs to be free of 'jargon'
- Need to employ all forms of communication
- Needs to be effective and measureable
- Access to approved PC funding
- Personal contact with residents is essential and most important
- Find alternative to 'Dropbox' (e.g. 'We transfer' link)
- Temporary use of existing website produced by PM
- Plan to be produced in order to achieve these aims
- Frequently Asked Questions (FAQ's)
- Seek advice from ESBC NDP Support Officer

ACTION: GK to develop a communication strategy and co-opt support to achieve an effective communication network.

ACTION: JW to define costs for a dedicated NDP website

ACTION: PM to send out link to existing website for immediate use of gathering information

8. The public face

All members agreed that the perceived image of the Group needs to be improved.

- Harness the momentum of public opinion identified during recent representations to the PC
- Notice boards MUST remain current and up to date(The Plan/Photographs of committee members/deadlines/milestones etc)
- Horn Dance Day not considered to be an effective occasion for achieving the aims (Visitors mainly in attendance on this day). Through previous initiatives, there could be an expectation for some NDP presence on the day. Committee members are encouraged to be available if possible.

9. Exhibition material

All previous materials need to be located and retrieved

ACTION: PM to seek retrieval of previous Exhibition material

All previous documents need to be located and retrieved

ACTION: PM liaise with PC to instruct that all previous documentation be released to the NDP committee..... as well as to the Independent Consultant (URGENT!!)

ACTION: RH to attempt to download material from 'Dropbox'

10. Record of recent meetings

Recent NDP meeting minutes are not available on the current website.

ACTION: KB to make available for recording purposes the minutes and notes that he has from meetings since 15th March 2018

11. AB School

The Group consider it an essential courtesy that AB School is informed of the changes to the NDP Group.

ACTION: KB to produce a draft letter for amendment/approval by PC, informing AB School of the changes and that no further contact will be made with the school until it is considered appropriate to do so

12. Agenda, date and time of next meeting

These minutes will inform the items for the next Agenda.

ACTION: MH to produce Agenda and distribute for comment at least 48hrs before the meeting

All ACTION points to be processed. If there are any problems in completing ACTIONS get in touch with the committee ASAP for assistance.

Next meeting: Thursday 12th July 2018 – 7pm – Church House

Other points that came out in discussion

- **KB** has already produced 'Rightmove' sales summary. He will undertake to keep this information updated for future consideration in relation to 'affordable' housing
- Advice given by a local developer who has built for Trent & Dove, in relation to affordability of homes in AB Parish. There is an apparent premium increase in cost of homes in this Parish
- **KB** to regularly monitor AB Planning Applications for future consideration by the committee
- **KB** informed that ESBC place high emphasis on the housing need Borough wide for older residents, rather than 'affordable' homes for younger families
- What is the timescale for the Independent Consultant report to be available?
- Group to produce relevant questions to be taken up with Independent Consultant
- NDP can be used to determine NO further development at this time; alongside robust reviewable development policies for the remainder of the Plan Period (and in to the next Plan Period)

- NDP Committee expects to be able to work with the Independent Consultant to determine the correct way ahead. **PhC** agreed that it would be appropriate for the Consultant to meet with the Group when carrying out his review.
- The Consultant must have ALL of the information to date (e.g. results/responses from recent public engagement as well as the historical work conducted to date) in order to make a correct and well considered decision. **This is about informing the Consultant so we can ALL work in unity for the common good.**