

MINUTES FROM NDP MEETING – 7pm CHURCH HOUSE 12th JULY 2018

Attendance: Keith Baker **KB**; Rob Humphries **RH**; Chris Whorwood **CW**; Mike Hobbs **MH**; Julie Wheeldon **JW**; Greg Hall **GH**

Apologies: Peter Male **PM**; Georgina Kelly **GK**

Other attendees: Tom Wheeldon **TW**

There was an Agenda for the meeting which had previously been circulated to all committee members.

The Chairman called the meeting to order.

1. Apologies

As indicated above.

2. Review and accept draft minutes from 2nd July 2018

Following a short discussion on a few minor changes to the Draft minutes, the committee agreed on the changes and the minutes were accepted as a full and accurate reflection of the discussions.

These minutes will be forwarded to the PC for making available to the community.

ACTION: TW

3. Actions update

- a) Agree ToR's – Ongoing discussions. Carry over to next meeting.

ACTION: MH to carry on discussions with the PC

- b) Advertise for a dedicated NDP secretary to take minutes of meetings.

JW stated that she had asked a number of people who she considered may 'fit the bill', but without any success to date. She was preparing to advertise further when Tom Wheeldon (TW) made prior contact with MH and volunteered his services as a co-opted secretary to the NDP Committee for the duties as described. TW stated that he did not wish to be regarded as a full committee member. He will report to the NDP Committee through the Chair for all aspects of his duty.

CW proposed; KB 2nd; TW Accepted and took up the role for the remainder of the meeting.

- c) Web Site update/costs/next steps.

JW briefed that she had bought the following Domain name for a discounted rate of £11.99p for 2 years:

abbotsbromleyneighbourhoodplan.co.uk

ACTION: JW to continue to investigate the topic and brief the committee accordingly.

- d) Update on 'Communication Strategy'
The topic will be rolled over to the next meeting.
ACTION: GK to brief the committee at the next meeting
- e) Update on transfer of large files.
MH briefed on the 'We Transfer' process. He provided a guide on the process and advised all committee members to log on to the 'We Transfer' web site to familiarise themselves with the process.
ACTION: ALL committee members to familiarise themselves with the 'We Transfer' web site, and report individual findings/thoughts at the next meeting.
- f) Update on NDP internal communications and the tracking of documents.
RH briefed on his enquiries to date. He provided an overview on the potential of a 'Google' drive facility, and will continue with his investigations.
ACTION: RH to brief on progress at the next meeting.
- g) Update on NDP filing structure.
Discussion deferred to next meeting.
ACTION: RH/GK to brief the committee at the next meeting.
- h) Issue link to an existing web site for all members to gather information.
PM has already undertaken this task and the website is available for receiving any/all information that the committee members wish to share with each other at this time.
- i) Draw up Plan of engagement with the community.
ACTION: GK to brief the committee at the next meeting.
- j) Update on the earliest Draft Plan Consultation date
GH undertook to identify the date in time that the Draft Plan would have to be available by in order to ensure that it is passed through the various legislative levels, prior to any anticipated critical changes to the NPPF that may adversely affect the ABNDP process.
ACTION: GH to seek to identify this date and to brief the committee at the next meeting.
- k) Retrieve existing exhibition material for further use.
PM has been unsuccessful to date in his attempts to contact members of the previous NDP Committee for access to previous NDP exhibition materials.
ACTION: PC to contact previous NDP Committee members to request access to any held exhibition material for transfer to the 'new' NDP Committee.
- l) Retrieve all current documentation from 'Dropbox' and distribute.
RH briefed that he has successfully downloaded all information from Dropbox and will now look to make it available for the NDP committee to view.
ACTION: RH to update the committee at the next meeting on how this information will be made available for viewing.

- m) Retrieve all NDP meeting minutes from NDP meetings conducted from 15th March 2018.

KB has provided as much information to the NDP committee (e.g. Draft minutes/notes) of meetings that he has attended since the 15th March 2018. As no complete minutes of such meetings appear on the NDP Web site it must be concluded that the outgoing committee will now not undertake to have them uploaded for community viewing?

This NDP Committee will seek to have these minutes/notes uploaded to the existing NDP website for full public viewing the ASAP.

This is an important aspect of the NDP process, in as much as the community **MUST** be readily kept informed at all times of the work of the NDP committee who are working on their behalf.

ACTION: TW to forward the minutes/notes provided by KB to the PC for uploading to the existing NDP website for full public viewing.

- n) Produce Draft letter for approval by the PC informing AB School of the new NDP group and when/if contact would be re-established.

KB presented a draft statement to **MH** for passing to the PC for its approval / transmission to AB School.

ACTION: MH to liaise with the PC in relation to the completion of this topic.

4. Actions for the PC from previous meeting

- a) Confirm budget and how may it be accessed/approved?

MH presented an email from the PC informing the NDP committee of the PC's wish to support the NDP Committee in its work, alongside budget constraints that the PC have to deal with.

ACTION: MH to communicate the views of the NDP Committee to the PC, find out more detail on the topic and report to the committee at the next meeting.

- b) How long will the appointed consultant take to review and make recommendations?

MH briefed from the same Email as above that the PC were in the process of sourcing a consultant to undertake the work required. The timescale for completion of the work is estimated to be mid to end of August 2018.

ACTION: MH to communicate the views of the NDP Committee to the PC in relation to this topic

5. Planning Applications

KB is keeping an eye on this topic on behalf of the NDP Committee. He advised that a fresh Planning Application (PA) had been submitted for land at the rear of Argyll House (High Street).

If successful, this would further add to the approved PA's made since the start of the Local Plan process in 2012. The committee considered that continued approval of PA's in the main conurbation of Abbots Bromley will (if unchecked) far exceed the recommendations made in the Approved ESBC Local Plan 2012 -2031.

ACTION: MH to take up this topic with the PC to reflect these discussions.

6. AOB

- a) Through discussions on the Email received from the PC, committee members felt encouraged by some of the comments received but concerned in relation to a number of others.

ACTION: MH to convey the feelings of the committee to the PC, and consider a meeting with the PC (or its nominated representatives) in order to resolve the matters of concern.

- b) **GH** offered his view on how healthy the ESBC demonstrable 5 year land supply appeared. He further alerted the committee to other recent Borough wide development initiatives. **GH** will be producing a statement to the PC in relation to this and will ensure that the NDP Committee receive the same brief.

ACTION: GH to provide the brief as stated in keeping with the requirement to inform the PC in the first instance.

- c) The committee requested an invitation be extended to Naomi Perry from ESBC to attend the next meeting if she is available.

ACTION: TW to contact Naomi Perry and invite her to the next meeting.

7. Agenda, date and time of next meeting

These minutes to 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 19th July 2018 – 7pm – Church House

ACTION: TW to book the room