

MINUTES FROM NDP MEETING – 7pm CHURCH HOUSE 11th December 2018

Attendance: Mike Hobbs **MH**; Peter Male **PM**; Rob Humphries **RH**; Julie Wheeldon **JW**; Keith Baker **KB** Georgina Kelly **GK**
Volunteer Sec: Tom Wheeldon **TW**

Apologies: Greg Hall **GH**;

Other attendees: Nil

The Chairman **MH** called the meeting to order, and presented the Agenda for the evening.

1. Apologies

As indicated above.

2. Draft minutes Public Open session 6th December 2018

The Draft minutes of the Public Open session on the 6th December 2018 were 'Approved' with all previously submitted amendments added. The minutes will now be uploaded to the NDP website.

3. ACTION Grid

The ACTION Grid was reviewed and updated accordingly.

a) **A36** Remains as 'ongoing'. **RH** has made contact with 2 of the 3 Consultants identified. The group felt that the Independent Consultant who had previously been engaged by the Parish Council should also be invited to tender for provision of future Consultant support to the NDPG.

ACTION: **RH** to produce a brief of NDPG requirements for future Consultant support (eg HNA enquiry and future analysis of data; Technical support for Policy writing).

b) **A46** **MH** to formally write to the PC for their considered opinion on the acquisition of additional community land in the future.

4. General Discussions

a) **KB** Presented a prepared document identifying topics for the NDPG to consider whilst awaiting approval of financial support / appointment of a support Consultant.

The topics are as follows:

Audit of current housing stock.

Social survey of the parish (additional to that already obtained by the previous NDP committee).

Develop an improved Housing Needs Assessment survey questionnaire.

Investigate future housing density and external design feature specifications.

Obtain advice on how to conduct an effective Site Assessment process.

Investigate design principles for community-led small developments.
Gain awareness of sustainability with regard to: energy sources; carbon savings and future transport initiatives to support this; 'green' infrastructure and biodiversity.
Future-proofing Housing Design for the elderly; social housing; market-led housing; etc.
Inclusive of modern day and future essential design features.

ACTION: ALL to consider the above topics, and prepare for future discussions.

ACTION: TW to contact ESBC planning representatives and invite them to a meeting to discuss relevant topics from above list.

ACTION: RH Obtain actual housing numbers within the settlement boundary to support ACTION A96. This information will inform the creation of a 'grid' of housing types to assist the group in surveying the current housing stock (by default, any gaps would help support the housing need outcome).

Further discussion included the suggestion of using our 'Community Champions' to assist with the survey of property in their local area. This would positively demonstrate public involvement with the process.

ACTION: TW Once a housing 'grid' has been created; make contact with identified community representatives to request their help with conducting a housing stock survey in their respective neighbourhood.

Independent Consultant report refers to previous NDP committee Housing Needs Assessment (HNA).

ACTION: KB to compare previous HNA data against the current HNA 'Toolkit' support documentation.

5. Message to the Community

The NDPG have welcomed receipt of a recommendation from an AB resident, for the NDPG to provide a clear message of the need for parish wide engagement with the NDP process.

a) **GK** is currently involved with developing the NDPG public communication profile, and will look at the positive advice included in the above recommendation.

ACTION: GK to initially post a notice in the Parish News + social media informing the parish of the part they can play in the ongoing NDP process. Also, informing of upcoming NDPG meetings using all available forms of media.

Note: The next public meeting is planned for Thursday 7th February 2019.

b) **GK** gave an update of the NDPG Communications initiative that she is leading on. At this time work is ongoing with:

- i) production of posters informing of important upcoming dates.
- ii) production of Frequently Asked Question (FAQ's) that will be available online.

- iii) obtain contact details of all businesses.
- iv) obtain contact details for all landowners.

PM advised that there had been previous engagement with some of the local businesses. A list exists in the previous NDP committee draft NDP documentation.

GK advised that it is necessary to do a lot of groundwork before a parish wide statement is sent out. It would be counter-productive (and possibly confusing) if the NDPG placed unstructured advice and guidance into the public domain.

All group members present agreed, with the proviso that regular updates of progress should continue to be posted through use of the Parish News and social media.

MH requested input from the group as to their considered main priority for making progress?

Following brief discussions, it was determined as essential to gather as much data as possible from the public in order to gauge the areas that Consultant assistance should be sought. 'Housing Stock' and 'Housing Need' are therefore major areas for consideration. Accordingly, this will then guide the NDPG in their main priority action for advising the PC.

JW offered the view that the 'Conservation Appraisal Document', and the earlier 'Abbots Bromley Village Design Statement' are helpful publications for use by the NDPG.

KB warned that the negative impact consequences of development also needs to be considered.

PM stated that traffic management must be taken seriously whilst making any future housing development decisions. This is noticeably a major concern within the parish and main conurbation of Abbots Bromley.

If the NDP is planned for 20-30years hence, future development intentions could potentially highlight a need for future by-passing of the main conurbation?

6. ESBC Draft Open Space and Playing Pitch Consultation

The document can be viewed in full on the ESBC website at:

<http://www.eaststaffsbc.gov.uk/planning/planning-policy/consultations>

ACTION: PM/KB Produce Draft response on behalf of NDPG.

ACTION: ALL to read and make observation comments to PM/KB.

7. Parish Council Timeline for Progress

The group discussed the above request by the PC and agreed that a 'timeline guide' would be as beneficial to the NDPG as it would be to the PC.

The group will provide the expected/intended milestones for production of a NDP as a first Draft asap, and will endeavour to nominate 'best' time to achieve against each milestone as soon as the public consultation process has been completed.

ACTION: GK to produce first Draft list of milestones for consideration by the NDPG at the next planned meeting.

8. AOB

a) **MH** to respond to a letter received from a member of the public at the Open Public session on 6th December 2018.

9. 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 next meeting.

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

Next meeting: Thursday 10th January 2019 – 7pm – Church House

ACTION: TW to book the room

HAPPY CHRISTMAS TO EVERYONE, AND SINCERE BEST WISHES FOR 2019.