



Abbots Bromley Parish Neighbourhood
Development Plan

Abbots Bromley Parish Neighbourhood Development Plan Working Group (ABPNDPWG)

Minutes of the meeting held on Friday 22nd January 2016 – Village Hall

Present: **(BW)** Bryn Walters * (Group Chair), **(RR)** Ros Robb *, **(PR)** Phil Ryan *, **(TW)** Tom Wheeldon, **(PM)** Peter Male, **(SP)** Stephen Perrins, **(AB)** Anna Bebbington, **(SA)** Stuart Appleby, **(NH)** Neal Haywood

* Parish Councillors.

In attendance: **(GH)** Greg Hall (Councillor - East Staffordshire Borough Council)

1. Apologies for absence

Sarah Meads (Clerk to the Parish Council) had hoped to attend but offered apologies

2. Welcome and Introductions

As it was the first group meeting each group member took a few minutes to outline their background and why they have shown an interest in the Neighbourhood Plan Working group.

3. Declarations of Interest

None

4. Acceptance of Terms of Reference (ToR)

The final ToR was agreed by the Parish Council in December 2015. All members of the working group agreed to the terms as set out in the ToR.

5. Review of the Draft Timetable

BW outlined that RR has drafted an outline development scheme for the Neighbourhood Plan delivery. This was not circulated as it was decided that the group should discuss in more detail and agree at the next ABNPWG meeting.

ACTION: BW to circulate the draft development scheme for discussion and agreement at the next meeting

6. Outline of budget arrangements

BW outlined the budget that is available for the Neighbourhood Plan delivery. This is available from ESBC and will involve the group invoicing for costs via agreement with the Parish Council. Other funds are potentially available via other grants for Neighbourhood Plan delivery but this would be dependent on what it is envisaged the money would be needed for. It was also confirmed that room bookings at the village hall for ABNPWG meetings would need to be drawn from the Neighbourhood Plan fund currently available.

7. Discussion of NP process next steps – Early public engagement process

The group agreed that an early consultation with members of the Parish is crucial to set out what the Neighbourhood Plan is and crucially what the role of the ABNPWG is in helping to deliver the plan. There is an issue at the moment that residents probably do not realise that the group has been formed and perhaps do not know that the Parish Council has agreed to deliver a Neighbourhood Plan or what a NP is.

The group unanimously agreed that a Parish Council bulletin solely dedicated to information about the Neighbourhood plan would be the best initial step in terms of engagement. The contents of this bulletin and any questions it might initially seek to ask is to be agreed at the next ABNPWG meeting.

TW pointed out that it could be advantageous to contact other parishes that have recently been through the NP process in order to invite them to a subsequent meeting and talk about their experiences

ACTION: BW/RR to approach Yoxall Parish Council

The group agreed that ongoing engagement that takes in a wide variety of ways to engage with people would be the most successful. Following the bulletin it is likely that a NP drop in event will be arranged at the village hall, although the content of this is to be agreed after the bulletin is sent out and after any responses to initial questions are received and reviewed.

ACTION: BW to ask the Parish Council for a bulletin template that can be initially drafted for discussion at the next meeting. This can be circulated before the next meeting amongst members of the ABNPWG

It was agreed that social media will play an important role, as will regular and rapid access to a website where information can be uploaded for view/comment. PM expressed concern that getting information uploaded to the Parish Council website can be lengthy and that a faster solution needs to be found. It was agreed that BW would speak to the Parish Council regarding the group having access to the website for this purpose.

ACTION: BW to raise the issue of the website with the Parish Council & also look into the potential use of social media and report back to the next ABNPWG meeting

TW outlined that the Parish Magazine would be a good place to write a column about the NP plan process to raise awareness

ACTION: TW to investigate the Parish Magazine option and feed back to the group

TW pointed out that early engagement with the local schools is important. BW outlined that he has already been approached by Abbots Bromley School to go in and talk to a group of students in February about planning – he will raise the NP process at this seminar and will feed back to the ABNPWG.

TW referred to similar consultation with Richard Clark School

PM said that the middle & high school at Uttoxeter should also be considered although it was recognised that targeting AB Parish pupils might be difficult.

RR outlined that it may be advantageous to offer an incentive to Parishioners to get involved in the plan process, an offer from a local business could be a good way to incentivise people to engage.

ACTION: RR to investigate whether any local businesses would be willing to offer such an incentive and update the next ABNPWG meeting

8. Roles and Responsibilities

BW confirmed that under the ToR terms there is now a vacancy on the group as a member has already chosen to stand down. Borough Cllr G Hall has expressed a wish to join the group.

TW requested that if the Parish Council is to be updated on the work of the ABNPWG as outlined in the ToR then the Parish Council should also feedback anything that it discusses or agrees on matters relating to the NP. The dialogue should be two-way. The group agreed to this. BW said that he would be happy to feed information to the Parish Council and feedback to the ABNPWG.

ACTION: BW to invite GH to join ABNPWG

9. Date and time of next meeting

The group agreed that regular meetings are important, certainly in the initial period to get the process moving and maintain momentum. It is anticipated that fortnightly meetings are the best way forward at this point; this will be reviewed by the group as necessary. Meetings will be on Thursdays at 19:00 in the village hall, subject to room availability. SP expressed that he might find Thursdays difficult throughout February given work commitments.

The next meeting will be on Thursday 4th February, 2016 in the village hall, 19:00 start. BW to check room availability and confirm.

Update: Due to feedback on availability from Yoxall NP representatives the meeting scheduled for 4th February has now been re-scheduled for Tuesday 9th February 2016 (same start time and venue)