



Abbots Bromley Parish Neighbourhood
Development Plan

Abbots Bromley Parish Neighbourhood Development Plan Working Group (ABPNDPWG)

Minutes of the meeting held on Tuesday 9th February 2016 - Church House

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

* Parish Councillors.

** East Staffordshire Borough Councillor

1. Apologies for absence

Peter Male **(PM)**

Sarah Meads **(SM)** (Clerk to the Parish Council)

2. Declarations of Interest

None

3. Review and agree minutes of the last meeting (22nd Jan 2016)

The minutes were agreed as an accurate representation. It was also noted from the last meeting that GH had requested to join the ABNPWG. The group agreed that this would benefit both the group and the NP process and so unanimously agreed that GH should be allowed to join. It was agreed that GH would join first and foremost as a valued and long standing member of the community but with the added advantage of his Borough Councillor role.

4. NP process question & answer session with Yoxall NP representatives

David Harrison and Bob Keys from the Yoxall Neighbourhood Plan group were invited to the meeting to talk about their experiences in drafting a NP.

They outlined that the Yoxall plan originally began with only £350 before £5,000 was secured from ESBC and a further £12,000 from the Locality project.

A number of important positions within an NP working group were identified:

- A Finance officer (someone with a knowledge of spreadsheets who can keep track of grants and spend.) BW confirmed that the Parish Council Clerk will be overseeing this.
- Publicity (someone who can collate information and take charge of bulletins, consultations, website updating etc)
- Filing (Someone who can keep both paper and electronic copies of all information relating to the plan draft. This is particularly important when the examination stage is reached)
- Dropbox – The use of an electronic dropbox was encouraged as a clear way to ensure that drafts and other documents can be iterated amongst the group in a clear way
- Programme Flow chart – Important to keep a track on

Other issues that were pointed to included:

Consultations – the group were given a copy of the initial Yoxall NP questionnaire. It was advised that it is more workable not to ask questions that are too open ended in consultations as the responses are often difficult to characterise and analyse.

It is also important when undertaking engagement to make clear what the NP can or can't do and who has responsibility for what issues. For example, make clear what is the responsibility of the County Council and ESBC.

Plan Drafting & Workshops – Yoxall employed Urban Vision to lead workshops and run a public exhibition, they felt that this enabled the event to be separated from the NP working group and its members. This cost £3,000. They used prop stands to display the results of their initial questionnaire, which was returned with a 3 week timescale. In terms of numbers they had approx. 40 people to this drop in event.

Yoxall did not use social media to communicate their NP with the community and they admit that this would have helped with the engagement generally and would have been a good way of connecting with younger people in particular.

In terms of other costs Yoxall spent £2,000 in plan drafting and £1,500 drawing up a basic legal statement as part of the submission for plan examination.

When nearing the stage of draft plan completion it is advisable to have a plan “health check” to ensure that legally the plan is robust.

5. Update on actions from the last meeting

Actions from meeting (22nd Jan 2016)

Action	Comment
ACTION: BW to circulate the draft	Completed to take to the Parish Council

development scheme for discussion and agreement at the next meeting	meeting on 24 th Feb 2016
ACTION: BW/RR to approach Yoxall Parish Council	Completed
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	Completed
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	Completed, Eric Roy is finalising the NP website links to go live end of Feb
ACTION: TW to investigate the Parish Magazine option and feed back to the group	Completed
ACTION: RR to investigate whether any local businesses would be willing to offer such an incentive and update the next ABNPWG meeting	Completed, The Goats Head have kindly offered a meal voucher. The group decided to use this for a future consultation stage
ACTION: BW to invite GH to join ABNPWG	Completed

6. Chair to update on Parish Council meeting (27th Jan)

BW updated the group on the Parish Council thoughts for the bulletin. BW also confirmed that members of the NPWG have agreed to fold all bulletins ready for delivery.

7. Review and agree NP Bulletin

The Group decided to ask 5 questions. It was decided to keep them “broad” at this initial stage so as allow people to express their feelings, especially about what they believe works or doesn’t work in Abbots Bromley Parish.

It is proposed that the responses will be returned to Wilson’s the Butchers, On the Green and Cash Stores (Top Shop). This will allow easy access to return slips in all parts of the village. Buckets are to be provided at those three locations for the return slips. For those further outside in the wider Parish there will also be an option to return forms to SM.

ACTION: TW to organise contacting the three village businesses and to organise the questionnaire buckets

The deadline for responses was agreed as 31st March 2016. Following the deadline TW will collect up the buckets and give them to SA. SA will then sort through the responses and categorise them before the group meets to discuss the findings and agree next steps.

ACTION: TW and SA to liaise over the questionnaire return arrangements

8. Review and agree NP Development Scheme Timetable

All NPWG members agreed the draft timetable for plan preparation.

ACTION: Timetable to be taken to the Parish Council meeting of 24th Feb 2016 for agreement

9. Date and time of next meeting

Thursday 7th April, 19:00. Venue to be confirmed.

The issue of meetings and the cost associated with room bookings was discussed. It was agreed that to keep costs down where possible the “good will” of the village will hopefully be used to provide suitable space. TW confirmed that he has already spoken to AB School about potentially using a meeting room there. Moving meetings around the village will also help with the general awareness of both the group and the NP process

ACTION: TW to investigate a suitable village venue, organise a booking and confirm with the group.