



Abbots Bromley Parish Neighbourhood  
Development Plan

## **Abbots Bromley Parish Neighbourhood Development Plan Working Group (ABPNDPWG)**

### **Minutes of the meeting held on Thursday 7<sup>th</sup> April 2016 - Church House**

**Present: (BW)** Bryn Walters \* (Group Chair), **(RR)** Ros Robb \*, **(TW)** Tom Wheeldon, **(SP)** Stephen Perrins, **(AB)** Anna Bebbington, **(SA)** Stuart Appleby, **(PM)** Peter Male, **(GH)** Greg Hall\*\*

\* Parish Councillors.

\*\* East Staffordshire Borough Councillor

#### **1. Apologies for absence**

Phil Ryan\* **(PR)**

Neal Haywood **(NH)**

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

#### **2. Declarations of Interest**

None

#### **3. Review and agree minutes of the last meeting (9<sup>th</sup> Feb 2016)**

The minutes were agreed as an accurate representation.

PM added that there may be an issue with the NP website link when moving from one page to another. BW explained that when he discussed the website resource with Eric Roy it was pointed out that it can be difficult to get a page layout that works across all electronic formats (computer, tablet, phone) and so the one used was deemed to be a good compromise, however BW agreed to check this with Eric Roy.

**ACTION:** BW to arrange for the agreed 9<sup>th</sup> Feb minutes and meeting agenda to be added to the website

**ACTION:** BW to check with Eric Roy as to the page issue identified by PM.

#### **4. Update on actions from the last meeting.**

Verbal update provided by BW, all actions from the last meeting have been successfully completed

## 5. Review NP consultation responses and agree actions

TW confirmed that he has collected up all of the returned questionnaires from the three village “bucket drop” locations. In total 60 completed forms have been received. This includes three posted to the Parish Clerk that were dropped off by BW at the “On the Green bucket” following the Parish Council meeting of the 30<sup>th</sup> March.

TW also confirmed that he had spoken to a number of residents and businesses during the process of monitoring the collection buckets throughout the consultation period. Verbal feedback has generally been positive although some residents would have preferred a “tick box” response method on the questionnaire rather than an open ended style of question. Several responses thanked both the group and the Parish Council for taking forward an NP for the Parish.

Each group member looked through a sample of returned surveys in order to gauge initial common themes. It was identified that on initial viewing the fundamental issue raised relates to traffic and parking. The group confirmed that this was as expected.

PM raised the point that he was unsure whether the NP is the best forum to deal with traffic and parking issues and that he had raised this previously with the Parish Council. RR outlined that certain traffic and parking issues have been dealt with within NP’s elsewhere (Yoxall’s policy on parking was pointed to as an example) and so it is clear that to some degree these issues can be looked at. BW outlined that the Parish Council has previously made it clear that any evidence that the NP process generates can be looked at through the Parish Council where an issue is identified that cannot be dealt with by the NP. The group agreed that “to what extent” an NP can deal with these issues requires closer consideration.

**ACTION:** RR to have a look at what an NP can and cannot cover more closely. It was also agreed that this issue is one to raise with a Planning Officer at ESBC when they next come to an NP meeting.

TW outlined that a method to approach all of the groups and organisations from across the Parish is going to be needed as it is unlikely that such groups/businesses will engage widely otherwise. The group agreed and decided that each village organisation should be approached and that should the initial approach be welcomed that each working group member would be required to speak to each group. Certain groups where a working group member is involved already provides an obvious link. GH agreed to lead any discussion with local farmers.

**ACTION:** TW to collate a list of groups/businesses and their contacts. The list will then be “divided up” between the working group members at the next meeting, along with an agreed engagement method.

It was agreed that the consultation responses need to be properly sifted and categorised in order to identify key themes and further work. TW and SA agreed to carry out this work between them and bring the results to the next meeting

**ACTION:** TW and SA to agree a method of collation and bring the results to the next meeting.

The way in which people can respond was discussed. It was felt that a more mixed approach to engagement would be worthwhile and this appears to be reflected in a number of the responses. The group agreed that a dedicated NP e-mail address for future engagement would be useful, as would a social media site such as a Facebook Group as this may help with the engagement of younger residents.

**ACTION:** BW to look at setting up a new e-mail address and providing log in access to group members. BW to also look at setting up a Facebook Group.

Along with traffic and parking the provision of housing was identified as a key area. GH proposed that a Parish Housing needs assessment (HNA) should be carried out as early on in the process as possible, the group agreed

**ACTION:** RR to look at what would be required to carry out a HNA and report to the group

#### **6. Chair to update on Parish Council meeting (30<sup>th</sup> March)**

BW updated the group on the Parish Council meeting. It was confirmed that following an update at the meeting on the NP work and consultation the Parish Council had no comment to make at this time.

#### **7. Parish Assembly & NP**

BW outlined that the annual Parish Assembly is due to be held on 18<sup>th</sup> May and proposed that this would be an ideal opportunity for the NP group to feedback on the results of the consultation as well as update members of the community as to the next steps in the NP process. The proposal was unanimously agreed.

It was agreed that the feedback should take the shape of visual displays. GH also proposed that there should be a presentation by the group chair to thank residents for their time in completing forms and provide an overview as to the consultation and next steps. BW agreed to this.

It is anticipated that four presentation boards will be required:

- 1) Large map of the NDP Parish boundary
- 2) Simple results “stats” on the consultation
- 3) Key points on the NP process, what it is why we are doing it etc.
- 4) Next steps and ways of engaging with/contacting the group

TW confirmed that some spare display boards are available via the nostalgia group that can be borrowed.

AB confirmed that she would pull together some displays and also has access to display boards should they be required.

**ACTION:** TW to organise display boards and liaise with AB if extra boards are required.

The group agreed that in addition to the presentation and display it would be advantageous to have an NP Planning Officer from ESBC at the Assembly in order to field any questions of a technical nature that may get asked. It was also agreed that a representative should be invited to the next NP meeting in order that we can engage with them and discuss. GH also asked if ESBC could be updated as to the progress with the NP. BW confirmed that this has already taken place but agreed that he would do so, along with the relevant meeting invites.

#### **8. Date and time of next meeting**

Thursday 21<sup>th</sup> April, 19:00, Church House (upstairs meeting room).

**ACTION:** TW to organise a booking and confirm with the group.

**ACTION:** BW to contact ESBC (NP officer) to invite to the next meeting and the Parish Assembly