



**Abbots Bromley Parish Neighbourhood
Development Plan**

Abbots Bromley Parish Neighbourhood Development Plan Working Group (ABPNDPWG)

Minutes of the meeting held on Thursday 2nd June - 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, (PR) Phil Ryan*, (GH) Greg Hall**

* Parish Councillors.

** East Staffordshire Borough Councillor

1. Apologies for absence

(NH) Neal Haywood

2. Declarations of Interest

None

3. Review and agree minutes of the last meeting (21st Apr 2016)

The minutes were agreed as an accurate representation. The group accepted that there were no formal minutes of the walk around the Parish meeting of the 14th May and that a record of discussion and action is covered under Item 4.

4. Follow up discussion – walk around the Parish (14th May)

The group agreed that the walk was a useful start to identifying issues and building a familiarity with the Parish. It was accepted that the walk only covered a small part of the village as given the time allowed there wasn't an opportunity to explore all areas. The wider Parish was not covered.

Given this the group agreed that a further trip would be worthwhile but this would need to take in areas around the Parish not easily accessible on foot.

TW brought some maps of the Parish and outlined that the area could be split simply into grids and then each grid could be visited individually or collectively. RR questioned whether all areas need to be visited given that not all parts of the Parish will be impacted by the NDP, TW and GH made the point that even if there are areas that potentially will not be impacted

by the NDP there needs to a process to ensure that we have visited and considered all parts of the Parish. SP mentioned that the wider rural environment of the Parish is an important consideration & AB made the point that we might identify issues that we hadn't previously thought of which highlights the importance of the research. The group agreed.

ACTION: TW to finalise the grid plan and distribute via e-mail

The issue of how to access the wider Parish was discussed. The group agreed that we should explore the options of accessing a minibus as this would allow a group trip and a group discussion. The possibility of using the Scout minibus was discussed; PR confirmed that this may be difficult as it is not usually available on a "one off" basis. GH asked whether it may be possible to take a small group of Scouts with us as a fact finding process and whether this could get around any liability issues. PR confirmed that he would investigate.

ACTION: PR to check on Scout minibus access and feedback to the group via e-mail

TW and PM asked if we should have a back-up plan in case the Scout minibus option is not available. The group agreed that we should look at minibus hire as an alternative. PR confirmed that he has a local contact having hired a bus before.

ACTION: PR to check cost of private minibus hire and feedback to the group via e-mail

GH mentioned that Freedom Brewery should be contacted and that a site visit may fit well at the end of the bus trip

ACTION: GH to investigate with Freedom Brewery

5. Parish Assembly (18th May) & NDP displays group feedback –approve the final database documents

The group agreed that the presentation of the NDP displays were well received at the Assembly. BW formally thanked AB in particular for her efforts with the displays and the display stands. TW made the point that the annual assembly seems to be improving and this may help to encourage more people. PM made the point that it was hard to hear speakers from the back of the room (other than GH who could be heard clearly) and that the Parish Council may need to consider a PA system in the future. BW said that he would raise this with the PC.

GH mentioned that the Ashbrook Lane appeal perhaps detracted from the NDP message but that unfortunately this was perhaps inevitable.

As a follow up, the group agreed that we should look to use the displays again over the coming weeks as we build towards our next consultation once we have completed some further research (detail to be discussed under Item 6.) BW confirmed that the PC has offered display space in the cabinets near to the Buttercross. The majority of the current display are out of date. AB volunteered to lead on this, she also confirmed that she would provide the final versions in PDF format so that they could be added to the website/FB group.

ACTION: AB to draft some displays and send around for e-mail approval. AB to then liaise with BW about printing/laminating. BW will then contact the Parish Clerk for the cabinet keys.

TW made the point that as an addition to the displays as outlined we could put some permanent displays (which we can adapt as more work is carried out) in both the foyer of the Village Hall and the Church House. Both these venues are well used by Village Groups and in particular young people who we need to engage with.

ACTION: TW to investigate permission for such displays and report back to the group. AB to then lead on production of the displays.

ACTION: TW to send an invite to AB groups and organisations to ask whether they would like members of the NDP group to speak at one of their meetings to introduce and engage on the NDP approach.

GH mentioned that we could do similar with the Sports Association. We could ask them if they could bring together representatives of all the village sports groups and we could provide an update. BW confirmed that we have already been approached (at the Parish Assembly) regarding the potential allocation of the new Abbots Bromley Sports Association (ABSA) development

ACTION: PR to liaise with ABSA and feedback to the group

In terms of the questionnaire database documents, SA and TW confirmed that the documents were now complete and could be added to the website. TW confirmed that he has the paper copies of the questionnaire and that they've now all been scanned electronically.

GH made the point that a number of the respondees had responded directly to TW and whilst this is useful it needs to be clearly recorded.

ACTION: TW to document his discussions/feedback and make this available to the group (Update 14/07/16 – TW confirmed that all discussions have already been fully reflected in the feedback statistics added to the website)

ACTION: BW to arrange for the agreed documents to be placed on the website

BW confirmed that only one respondent had left a contact e-mail for future contact on consultations at the Assembly. SA mentioned that some had been voluntarily provided via the questionnaire

ACTION: SA to pull out any e-mail contacts provided in the responses and send to BW to add to the consultation database.

In terms of using the displays and liaison with village organisations, BW mentioned that Abbots Bromley School is due to hold a vision evening on Wed 22nd June, 18:00 entitled "The future of our school" The group agreed that this would be an ideal opportunity to bring the plan to the attention of the school

ACTION: BW to contact Abbots Bromley School and see whether they would like us to attend. If they do it is agreed that we will take the displays and stands from the recent Assembly. AB agreed to help BW with this.

6. Discuss and agree work scope briefs –update from chair on the bid to Locality

BW updated on the process to gain access to a grant from Locality for the next stage of work. It was confirmed that our initial enquiry has proved successful and that in principle we are entitled to access a grant which will be between £1,000 - £9,000. The upper limit is final as we do not qualify for additional money that can be available for large communities or those in more deprived areas.

The next stage involves us setting out clearly to Locality what we wish to spend the money on. The group (following the first consultation) has already identified a Housing Needs Assessment (HNA) and Traffic and Parking study. Locality confirmed that we would need to draw up a project spec with accurate costings for each piece of work and then get a minimum three quotes. BW expressed concern that there is the potential to do a substantial amount of up front work only to then find that the final offer from Locality isn't enough to cover what is identified, thus leaving the work as a wasted exercise. Locality's process is none negotiable.

BW presented and ran through the draft briefs for each piece of proposed work. PM in particular made a number of comments that were agreed by the group.

ACTION: BW to amend briefs to incorporate the changes as discussed and send around for final agreement

The group discussed who we should approach. It was agreed that BW would consider potential consultants to carry out the HNA, PM to do similar for the traffic and Parking study

ACTION: Once drafts are finally agreed BW and PM to action the above.

7. Chair to update group on Parish Council AGM (25th May 2016)

BW updated that at the PC meeting Cllr Roger Jarman stood down as chair and was replaced by Cllr Michelle Moore. As a result of her new role Cllr Moore is no longer vice chair, this role now taken by Cllr Bryn Walters.

The PC discussed the impending Ashbrook Lane appeal and agreed to support the community in opposition to the proposed development.

The PC outlined that shortly the next edition of the Bromley Bulletin will be drafted –the NDP will get a section of the bulletin to provide an update to Parishioners. The NDP group will need to agree this content at the appropriate time.

8. Date and time of next meeting

The next meeting will be:

Thursday 14th July – 19:00, Church House (upstairs room)

The group confirmed that the proposed minibus trip as discussed under Item 4 will hopefully be scheduled before the next formal meeting on 14th July but this is dependent on the outcome of the actions on this issue as outlined.