

MINUTES FROM NDP MEETING – 7pm VILLAGE HALL 15th November 2018

Attendance: Mike Hobbs **MH**; Rob Humphries **RH**; Julie Wheeldon **JW**; Greg Hall **GH**; Keith Baker **KB**; Peter Male **PM**

Apologies: Georgina Kelly **GK**; Adela Appleby (PC) **AA**

Volunteer Sec: Tom Wheeldon **TW**

There was no specific agenda for the meeting.

The Chairman **MH** called the meeting to order.

1. Apologies

As indicated above.

2. Chairman's statement

MH Provided an overview of the Independent Consultant report and associated summary conversations that he had been engaged in with the PC.

MH Read out a communication response from **AA**, accepting that the PC understands the NDPG's preference for presenting the Consultant report (and associated summary) to the public in a clear and unambiguous manner.

The PC requests that the NDPG provide details to the PC informing them of the stated preference by Tuesday 20th November 2018.

3. Discussions

- a) **JW** Recommended that the group should compare the PC's version of the Consultant's report (and the PC's version of the associated summary) with the NDPG's versions

Lengthy discussions by the group allowed both documents to be amended accordingly.

- b) The group can understand the reasons how/why the PC arrived at their decision to present the summary of the Consultant's report in the style that they did.

The NDPG believe that their own recommendations for presentation of the report summary, better emphasises the groups principle that the work they are undertaking to produce a Neighbourhood Development Plan (NDP) is 'community led'.

ACTION: **MH** The NDPG will provide a fresh summary of the Consultant's report to the PC over the weekend 17th/18th November 2018.

- c) **MH** Moved the discussions to the topic of the Consultant's main report.

The group reviewed the report, and made some observations for avoiding ambiguity in the text of the document.

It is important that the report clearly reflects the work undertaken by the consultant. However, some inconsistencies in the authors understanding of legislation and 'local' factors require to be better presented.

ACTION: MH The NDPG will provide their observations and recommendations of the Consultant's main report to the PC over the weekend 17th/18th November 2018.

ACTION: MH In relation to the above discussions, a meeting to be called with the PC in order to determine the NDPG's method for developing the 'way ahead' for the production of a Draft NDP. Proposed dates/time **22nd / 29th November 2018 at 6pm.**

4. Approval of Draft minutes 8th November 2018

The Draft minutes were presented for discussion.

Points at sub para 3d), 3e), 3f), require to be clarified before the minutes can be moved to 'Approved' status.

ACTION: GH To provide level of detail to the above sub paras in order for the Draft minutes to be raised to 'Approved' status.

The 8th November 2018 minutes will be moved to 'Approved' status and posted on the NDP website once the above ACTION has been achieved.

5. Review ACTION Grid

The ACTION Grid was reviewed and updated as appropriate.

6. 'Locality' external funding process

RH Provided an update of his recent funding enquiries with 'Locality'.

- a) Financial quotation is required to support funding application.
- b) Approach a number of Consultants to enquire of typical costs for supporting the production of a Draft NDP.
- c) Tender a number of Consultants for undertaking the required work.

ACTION: RH To determine what the NDPG needs to provide in order to submit meaningful requirements to prospective Consultant's for their quotations to undertake the required work.

7. AOB

- a) **KB** Commented on the need to make progress with producing the Draft NDP.

ACTION: KB To review previous NDP work and extract pertinent information on 'Policies' for inclusion in a Draft NDP.

- b) **MH** Recommended formulation of a Draft Plan 'timeline' indicating key milestones.

ACTION: GK To undertake work in formulating a Draft Plan 'timeline' with key milestones.

- c) **PM** Informed the group of an ESBC 'Draft Open Space and Playing Pitch Supplementary Planning Document' that is currently being circulated. The following link will provide access to the Draft document:

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

ACTION: PM To collate group response to draft 'Open Space and Playing Pitch SPD' as appropriate, for submission to ESBC Planning Department by Wednesday 2nd January 2019.

8. 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 22nd November 2018 – time to be advised – Church House

ACTION: TW to book the room