

## MINUTES FROM NDP MEETING – 7pm CHURCH HOUSE 8<sup>th</sup> November 2018

Attendance: Mike Hobbs **MH**; Rob Humphries **RH**; Julie Wheeldon **JW**; Greg Hall **GH**; Keith Baker **KB**; Georgina Kelly **GK**

Apologies: Peter Male **PM**

Volunteer Sec: Tom Wheeldon **TW**

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

An agenda for the meeting had been circulated earlier by the Chairman.

The Chairman **MH** briefed the group that the NDPG's considered comments, in relation to the Independent Consultant's report, had been forwarded to the PC for their approval as requested.

**MH** Thanked the group for their prompt response to the PC's request, and anticipated a response from the PC very soon.

### 1. Apologies

As indicated above.

### 2. Approval of Draft minutes 1<sup>st</sup> November 2018

The Draft minutes were presented as a summary of a range of topics that were discussed with the public at an open meeting, relating to the production of a NDP.

The Draft minutes were considered at length by the group in order to ensure that they were accurate in a number of important areas.

The Draft minutes of the 1<sup>st</sup> November 2018 meeting were 'Approved', and will be immediately uploaded to the NDP website.

### 3. Matters arising

The above discussions raised a number of points for consideration as follows:

- a) **GK** Recommended that typical Frequently Asked Questions (FAQ's) should be formulated and made available for public viewing on the NDP website. The group members agreed that this would be a good idea.

**ACTION: ALL** To consider types of FAQ's and forward ideas to **GK**.

**ACTION: GK** To create 'master' document of FAQ's and hold for regular updates.

**ACTION: TW** To ensure the FAQ's are uploaded to the website following group approval to do so.

- b) **JW** Enquired about the current NDP website layout.  
The tabs at the top of the website 'Home' page follow on through to the NDP pages, and are irrelevant to the work of the NDP.  
Can these tabs be created to be functional for relevant/appropriate topics when the NDP page is selected?

**ACTION: GK** To contact Eric Roy for advice on this issue.

- c) **JW** Suggested that a 'Glossary of Terms' be created to help with public understanding, and that it should be made available on the NDP website and all other relevant communication links as appropriate.

**ACTION: JW** To identify where current 'Glossary of Terms' exist in ESBC Planning documentation, and identify typical terms that could assist with the production of an appropriate document for public use.

- d) A discussion took place on the subject of development 'contributions'.

**GH** confirmed that these can only be sought for developments of 10 units or more.  
(Local Plan)

The most common requests for contributions from new housing developments come from the County Council for both Education and Highways. 'Affordable' homes are another 'contribution' sought by the Borough Council.

Highway and Education contributions are not 'ring fenced' for a specific area, in other words the money goes into a pot to be spent to create new school places where needed, and in the case of Highways, used for improvements to the highway network.

In the case of 'affordable' homes these can be either built on site as a percentage, or a combination, of some on site with a financial contribution to offsite provision.

**GH** went on to explain how Neighbourhood Plans can set out how further 'contributions' are requested from a Neighbourhood Plan allocation for such things as local infrastructure (ie highway works which may not be requested by the county council), open spaces/playing pitches, tree planting, public realm improvements etc. and that planners recognise the benefit of larger allocations in that they are able to secure more of these contributions.

#### 4. 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 15<sup>th</sup> November 2018 – 7pm – Church House**

**ACTION: TW** to book the room