

MINUTES FROM NDP MEETING – 7pm CHURCH HOUSE 29th NOVEMBER 2018

Attendance:

Julie Wheeldon **JW**; Georgina Kelly **GK**; Greg Hall **GH**; Keith Baker **KB**

Parish Cllrs: Phil Charles **PC**; Adela Appleby **AA**; Michelle Moore **MM**; Ros Robb **RR**; Phil Ryan **PR**

Volunteer Sec: Tom Wheeldon **TW**

Apologies:

Mike Hobbs **MH**; Rob Humphries **RH**; Peter Male **PM**

Other attendees: NIL

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

1. Apologies

As indicated above.

Meeting PART A

2. In order to accommodate those attendees who wished to leave the meeting early, **JW** turned the attention to recent email correspondence that had been presented to the NDPG by the PC. She explained that there were two aspects within the email to be discussed for the benefit of those NDPG members who had not had earlier visibility of it.

- a) **JW** proceeded to explain that the PC had initially indicated that that they would prefer to have a written report from the Chair 5/7 days ahead of each PC meeting.
- b) For the benefit of those NDPG members who had not received earlier visibility **JW** proceeded to explain that the PC had also presented an 'Objectives & Action Grid' (O&AG) to the NDPG.

AA/MM wished it to be recorded that the PC wishes to assist the NDPG in its activities; explaining that the PC's intention for the O&AG was to help the NDPG move on with the process of producing a Neighbourhood Development Plan (NDP). That following further discussion after last night's PC meeting they had some information to present that they felt would be helpful for the group to hear.

JW Thanked the PC for this consideration, and went on to state that it was important that other NDPG members, who were not at the PC meeting, had the context explained so they could understand the subsequent discussion. She explained that she had spoken with **MH** about the monthly report and the O&AG, and that they had several observations to make.

- In respect of providing a report 5/7 days ahead of a PC meeting, the group will be content to do this on the occasions that the group has a question/proposed course of action which is of a substantive nature requiring sanction/approval from the PC. It is accepted that this would be helpful to all concerned.
- Notwithstanding the above, the request for a report appears to be an unnecessary onerous task being placed on the NDPG (especially given that the group produces readily available minutes of each meeting). The minutes are supplied to the PC Clerk for onward distribution to Cllrs. It is felt that a simple verbal summary should suffice.
- Equally, it is suggested that if the PC have any questions/points for discussion arising from having read the NDPG minutes, it would be helpful to the NDPG to have these questions 5/7 days before the PC meeting, in order that the group can prepare a response.

It was recognised by all present that this appeared a reasonable way forward.

JW Continued with the description of the O&AG format. She explained that the layout was misleading and that the initial impression following receipt was that the PC were seeking to micro-manage the work of the NDPG; who believed that they were better suited to decide their own Objectives and Actions for the work they were undertaking.

At this point **AA/MM** referred to a NDPG brief that **JW** had presented to the PC on Wednesday 28th November 2018. Both agreed that the briefing had been most beneficial in informing the PC of the work of the NDPG; and the groups' firm desire to gather public opinion on a range of topics, before providing the PC with a clear direction to proceed. These points were now fully understood.

As a consequence the view of the PC in respect of the O&AG had altered and that it was felt that it would be helpful to explain the position of the PC now.

AA Apologised that an impression of PC micro-management had been taken. This wasn't the PC's intention.

As the 'responsible body' for the production of an Abbots Bromley Parish Neighbourhood Development Plan, the PC does wish to be briefed on the work of the NDPG through an informed, structured process/framework.

- c) **AA** Presented a Draft 'timeline' framework document intended to assist with progress reporting to the PC.

MM Advised that any information provided via use of the document should not be seen by the NDPG as being 'held to account' for achievement of the task, as long as there is evidence of intention.

GK Commented that the communication piece presented in the Bulletin by the NDPG outlined an intention to produce a 'timeline' for NDPG activities.

JW Reiterated that to date the group had not been able to produce this, as time had been spent on becoming ratified by the PC (26th September 2018); reflecting on the content of the Independent Consultants report; being tasked to produce an executive summary; production of a 'Communication' article for the 'Bulletin'; as well as meeting with ESBC Planning Dept and meeting with the public.

MM Advised that Professional Support following on from the NDPG groundwork activities is 'key' to the successful production of the NDP.

GH Agreed, advising that professional support will help us to decide how best to move forward.

KB Referred to elements of the Draft 'timeline' framework document that required a great deal of work to achieve. The time required to complete is very much dependent on public response, and difficult to estimate.

MM The Consultants Report was an opinion of the NDP process (to date May 2018). The NDPG can be 'aspirational' and follow the direction that they are guided to through public consultation.

AA Advised that the PC Clerk and the NDPG Secretary liaise for the distribution of their working body's communications.

The NDPG welcomed this advice.

- d) **JW** Thanked the PC for their contribution to **PART A** of the meeting, and advised that the NDPG will review the Draft 'timeline' framework document submitted to them by the PC and will look to respond (**NDPG intend to next meet formally 13th December 2018**).

ACTION: NDPG To discuss the Draft 'timeline' document at the intended NDPG meeting 13th December 2018.

All Parish Councillors left the meeting at this point

Meeting PART B

Group members discussed the previous conversations at 'Meeting PART A'.

"The group agreed that it is essential for the PC to have an awareness of intended milestones, and the progress of the NDPG to achieve those milestones. Until such time as the NDPG have ascertained the direction they will take (following a period of initial community consultation) they felt uneasy about stating any milestones at this time.

The NDPG will consider the milestone for the initial engagement and consultation with community over the coming weeks, and will look to inform the PC accordingly.

It is likely that further milestones can be more confidently set once the initial community consultation is completed."

3. Review Draft Minutes 8th November 2018:

The Draft minutes were reviewed with inclusions provided by **GH**. The inclusions were accepted by those present and the Draft minutes were 'Approved' for uploading to the NDP website.

4. Review Action Grid

Action Grid reviewed and brought up to date.

5. Discussion - Public Open meeting 6th December 2018

- a) **JW** Opened the topic for NDPG opinion as to the scope/format for the event.

JW Referred to the earlier Housing Needs Analysis (HNA).

Do the NDPG need to conduct another HNA; or is the existing evidence sufficient to present to the public alongside other supporting statistical evidence?

GH Following involvement with the earlier HNA he suggested that there were two distinct elements to the feedback given relating to 'Housing Need'.

i) Opinion based on observation within the parish.

ii) Need as indicated by residents at the time of the survey

GH When is the current data likely to become out of date? All data current data is over 2years old. If this information is going to be considered out of date, then the NDPG will probably need to conduct another HNA.

KB The latest 2018 'HNA Toolkit' appears to follow a very similar line of enquiry to the earlier HNA.

Evidence is needed to present to the public that indicates 'housing need' versus 'current available housing stock' in a simple format:

- This is the data
- This is the demography of the Parish
- This is the current housing stock
- What is the community need? (rather than individual opinion)

This could reflect the requirement over the next 10years for example?

- b) **JW** Proposed that a general method should be developed for identifying the areas that the NDPG should concentrate its effort on.

GH Suggested that there could be 3 potential scenarios for the housing element of the NDP.

i) Decide not to do a NDP. Rely on the Local Plan and NPPF.

ii) Opt for no further allocation for housing development during the remaining period of the Local Plan, but write some Policies that 'add value' to the Local Plan Policies.

iii) Opt for an ambitious development proposal that will allow for a larger scheme with a 'mix' of properties with potential for 'community gain'. The anomaly that applies in this option is, 'The bigger you go the bigger the gain is likely to be'

You could make a case for lengthening the term of the NDP period (going beyond the term of the Local Plan) and being ambitious whilst planning for 20yrs/30+yrs hence.

With this idea it could be possible to achieve highway improvement; obtain land for public use; include certain bespoke types of property (eg additions to the existing Alms House stock); create a wish list and try to identify if it could be achieved out of such a bold scheme.

Note: "Public consultation will ultimately determine the direction to follow in relation to housing development, and the above options are provided as broad suggestions. There may well be other ideas that come forward following public consultation."

KB We have the benefit of other local NDP 'pitfalls'. With external professional support the NDPG are in a position to be able to produce a comprehensive/ wholly inclusive/ reliable NDP.

GH Was asked about the example of Yoxall, where they raced to get their NDP in place ahead of the ESBC Local Plan allocation of 40; also indicating within their NDP that if there is evidence of a need (eg housing for over 55 year olds) 'we will support it'. Developers understandably used this to obtain permission for additional development outside of the settlement boundary.

JW The Open meeting programme should be an introduction to what is to be discussed, leading to open discussion on a small number of topics.

GK/GH Open discussion topics should lead with the 'Bulletin' statement, followed by 'what' a NDP actually is.

This could then develop into areas such as Housing Need and future direction for the NDPG to take.

ACTION: GK Produce a programme for discussion (with items for discussion) at the Public Open meeting 6th December 2018

c) Discussion on the merits of releasing the 'executive summary' for the Consultant's report at this time concluded that it wouldn't help matters with the ongoing public engagement process. The NDPG are working hard to gain public confidence, and feel that sending out the summary 'cold' to all homes would create a great deal of misunderstanding of the process.

The group favour discussing the Consultant's report (and executive summary) at programmed public Open meetings, whereby any misunderstanding may be ironed out through personal open dialogue.

The group felt that a compromise to this would be to post the executive summary on the website, along with the full Consultant report. Any questions that may come back from public observation of information placed on the web site can be dealt with as they occur.

ACTION: TW Inform the PC Clerk that the NDPG do not wish the 'executive summary' for the Consultants report to be sent out to the public at this time. The NDPG do agree that the summary be uploaded to the NDP website along with the Consultants full report.

- d) **JW** Advised on the importance of forwarding the group's contact details to the PC Clerk so that the details can be uploaded to the NDP website.
It is also essential that the old NDP Gmail account is proved as still 'active' as it has been provided to the public as an avenue of communication with the group.

ACTION: GK Produce all relevant contact information for approval by the NDPG prior to the public Open meeting on the 6th December 2018.

ACTION: GK/KB Investigate and test the old NDP Gmail for correct functionality. If it is functional take steps to update the access password for current NDPG use.

6. AOB

PC Had earlier provided a copy of the PC's 'Bulletin' distribution list to assist with delivery of the Consultants report summary if required.

The meeting closed at 8:30pm

7. 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: Public Open meeting Thursday 6th December 2018 – 7:00pm – Village Hall

ACTION: TW to book the room

With effect from 1st November 2018, the public will be invited to attend the first NDP meeting of the month.

The NDPG minutes will inform of the date, time and venue.