

MINUTES FROM NDP MEETING – 7pm CHURCH HOUSE - 14th February 2019

Attendance: Mike Hobbs **MH**; Julie Wheeldon **JW**; Keith Baker **KB**;

Volunteer Sec: Tom Wheeldon **TW**

Apologies: Georgina Kelly **GK**; Peter Male **PM** Rob Humphries **RH**; Greg Hall **GH**;

Other attendees: NIL

Late apologies had been received from group members due to pressing work requirements and illness. The meeting could not go ahead as planned, due to the 'composition of group members required for conducting a meeting' not being met (as contained in the NDPG Terms of Reference).

The group members in attendance agreed to use the opportunity to reflect on progress to date and also review the preparations for the NDPG brief to the PC on the 27th February 2019. These minutes are provided as a record of those discussions.

1. Discussions

JW Confirmed that the 1st Draft of the Locality funding application had been sent to the PC Clerk on Saturday 9th February 2019. Confirmation had been received that the funding application had been forwarded to Parish Councillors on Monday 11th February 2019.

JW and **KB** discussed the brief to the consultants which is required to support the Locality funding application. Quotations are required from at least three Consultants. The preferred Consultant (and their estimate for the work envisaged) is included in the Locality funding application.

Ideas for the anticipated work that the consultant may be tasked to undertake include:-

- Drafting policies; preparing plans and visualisations
- Preparing technical information
- Help to ensure there is enough evidence to get through examination
- Prepare/draft clear & concise land use planning policies
- It is usually recommended that a budget be included in the brief (£5000 - £6000) for help from the consultant to draft the NDP and carry out a sustainability appraisal.

The Consultant Brief should consider the following:-

- Highlight aspirations for quality and a commitment to well-designed, sustainable places – need to be specific to Abbots Bromley
- The brief should be submitted to at least 3 consultants and we should set a clear deadline for submission of their quotation & other professional qualifications (eg CV & examples of past projects).

We may want to consider an interview process as they will need to engage with the community – although this will obviously bring time implications.

KEY POINTS FOR INCLUSION IN CONSULTANT'S BRIEF:-

Community engagement

Robust data

Collect all available/potential technical evidence to assess the housing needs of the community.

Obtain data from other sources to support a HNA (Housing Needs Analysis).

Identify potential development sites to meet assessed current need, and the need in the future (in order to satisfy any subsequent allocation given to the community under the ESBC Local Plan).

Carry out a 'Call for Sites' to cover future allocations.

Draw up local criteria/ESBC criteria for site assessment process.

Possible Themes for workshops:-

- Conservation/heritage/rural landscape
- Traffic and Parking – analyse what has already been collated and determine how it should be fed in to the NDP in terms of policies.
- Housing needs/development/site assessment – prepare questionnaire and call for sites
- Tourism
- The future – next phase of development should there be a requirement as a result of a new allocation under a revised ESBC Local Plan.

Review:-

- Analysis of existing data; identify any gaps; fill gaps to ensure data is robust for presentation to the community.
- Produce the draft plan

ACTION: JW to produce the Draft Consultant brief for dissemination to NDPG before NDPG meeting Thursday 21st February 2019. Group will make any suggested amendments at the meeting.

ACTION: JW to finalise the Consultant brief and have it ready for submission to PC on Wednesday 27th February 2019.

MH joined the meeting at 8pm having attended a meeting with Cllr P Charles.

MH reported that he had met with Cllr P Charles but was not in a position to discuss their conversation. MH did say that he was anticipating having a meeting with the full PC on Wednesday 20th February 2019. The venue was yet to be determined. MH said that it was not yet possible to advise whether the whole NDP Group would be invited to attend the meeting.

JW/KB brought MH up to speed on what had been discussed in relation to the progress of the group, and the Actions that were planned for presentation of the Draft Consultant brief to the PC on Wednesday 27th February 2019.

2. 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: 21st February 2019 – 7pm – Church House

ACTION: TW to book the room.

**THE NEXT PUBLIC MEETING WILL BE ON THURSDAY 7th MARCH 2019
7pm CHURCH HOUSE.**

THE TOPIC FOR DISCUSSION WILL BE:

“Heritage & Conservation”