

## MINUTES FROM NDP MEETING – 7pm CHURCH HOUSE 19<sup>th</sup> JULY 2018

Attendance: Rob Humphries **RH**; Chris Whorwood **CW**; Mike Hobbs **MH**; Greg Hall **GH**; Peter Male **PM** Georgina Kelly **GK**

Apologies: Keith Baker **KB**; Julie Wheeldon **JW**

Co-opted Sec: Tom Wheeldon **TW**

Other attendees: Naomi Perry **NP** (ESBC)

There was an Agenda for the meeting which had previously been circulated to all committee members.

The Chairman called the meeting to order.

### 1. Apologies

As indicated above.

### 2. Update on NDP Process by Naomi Parry (ESBC)

a) **NP** introduced herself to the committee and gave a comprehensive brief on the NDP process from 'Designation' through to 'Referendum'. She also provided copies of the latest version of the NDP guide. She made it clear that there is a much improved understanding toward the NDP process, gathered from the experiences to date.

**NP** advised that there will be a 5 year Local Plan review in 2020. At this time it is unknown how this will be undertaken (or the anticipated outcome).

The group discussed the possibility of the worst case scenario by which a completely new Local Plan may be produced. **NP** did not believe this would occur, but reiterated the point that she is still not sure of how the review would be undertaken.

**NP** also advised the group that a new National Planning Policy Framework – NPPF will be issued on the 24<sup>th</sup> July 2018. She is unaware of its contents at this time. **NP**'s still have strong National Government support.

b) **CW** enquired as to the response from ESBC if robust data ultimately indicated that there was NO housing need. **NP** commented that if robust data indicated this then in the worst case scenario an NDP would still have to accept development if it was called to do so.

**(The worst case scenario involves the 5year land supply not being met, and development not keeping up with demand ..... both of these issues are not considered to be a problem at this time).**

c) **NP** gave an insight into a National Government formula employed by ESBC for identifying housing need.

Other discussions identified that Templates for gathering relevant housing need data were held by ESBC.

Also, typical questionnaires from other NDP's were available.

**ACTION:** The group wish to investigate all of the above and request that **NP** provide details.

d) **MH** wishes to have an idea of the earliest possible date by which the Draft NP must be achieved prior to the 2020 LP review. **NP** unable to provide this level of information, but did suggest that 5 years from the LP adoption in 2015 will be October 2020. Typically the time from submission of the Draft Plan to Adoption is 10-12 months.

e) **PM** presented a few questions to **NP**. The questions and general responses are summarised as follows:

Q1. The ESBC Local Plan identifies a development allowance of 40 dwellings to be provided during the Plan period. Can further development within the development boundary be refused if this allowance is exceeded before the end of the Plan period?

Answer: No. All Planning Applications will continue to be considered on their own merit.

Q2. Can detailed planning conditions be included in the NDP as a series of policies?

Answer: Yes, if they are worded in an applicable manner. (ie set out as a policy)

Q3. Can a NDP allocated site be an existing SHLAA site?

Answer: Yes. SHLAA sites are just areas of land where the owner has indicated its availability for development. They have equal rights and privileges to any other area of undeveloped ground within the development boundary.

In discussion **PM** commented on developers damaging roadside verges/hedges through inconsiderate parking etc. **NP** advised that a policy may be included in the NDP to ensure that a 'Construction Management Plan' (CMP) be enforced to prevent such damage. County Council and Highways authorities would deem such damage to be a breach of 'Environmental' criteria regulations.

f) **NP** Informed the group of the 'Habitat Regulations Assessment' to be provided with the NP to give assurances that the Plan does not produce a negative impact on European designated areas (eg Cannock Chase). She also advised that ESBC has a dedicated 'Conservation Officer' who will be available for discussions if required.

g) **RH** enquired if the 5 year LP review could affect the timing of the Plan Period (eg end date of 2031). **NP** suggested that it could if the review was significant.

**With no further questions NP left the meeting.**

**The ABNDP group wish to thank Naomi for attending the meeting, and look forward to working with her during the NDP process.**

### 3. Communication

a) **MH** Reported that he had communicated with Adela Appleby to arrange a meeting in order to seek assistance for the NDP group, as well as seek clarification on a number of points. **MH** will be meeting with Adela on Tuesday 24<sup>th</sup> July, and will report to the group at the next meeting.

**ACTION: MH to report to the group following his meeting with Adela.**

b) **TW** reported that he had supplied the group members with his Email of communication to members of the community.

**ACTION: Complete**

### 4. Review and accept draft minutes from 12<sup>nd</sup> July 2018

Following a short discussion on a few minor changes to the Draft minutes, the committee agreed on the changes and the minutes were accepted as a full and accurate reflection of the discussions.

**The 12<sup>th</sup> July 2018 minutes will be forwarded to the PC for uploading to the NDP website.**

**ACTION: TW**

### 5. Actions update

a) Agree ToR's – Ongoing discussions. Carry over to next meeting.

**ACTION: MH to carry on discussions with the PC**

b) Web Site update/costs/next steps.

**JW** had previously briefed that she had bought the following Domain name for a discounted rate of £11.99p for 2 years, thereafter £11.99p per annum

abbotsbromleyneighbourhoodplan.co.uk

'Siteground' is the proposed host site at a cost of £39.60 for the first year, increasing to £128.88 thereafter at current rates.

The committee had previously agreed not to buy the host site until a decision had been agreed by the Parish Council in relation to future NDP funding.

**ACTION: Complete**

c) Update on 'Communication Strategy'

The topic will be rolled over to the next meeting.

**ACTION: GK to brief the committee at the next meeting**

d) Update on NDP internal communications and the tracking of documents.

**RH** briefed on the 'Google' drive facility, and requested that group members provide a Gmail Email address to him asap in order for him to set up internal communications between the group.

**ACTION: ALL to provide RH with Gmail Email address asap.**

- e) Update on NDP filing structure.

RH briefed the group on the method of file sharing once the 'Google' drive facility has been set up.

**ACTION:** RH to brief the group again on this topic once the committee were connected to the 'Google' drive facility.

- f) Liaise with PC to discuss release of previous documentation to the Independent Consultant

MH to include this topic in his discussions with Adela Appleby.

**ACTION:** MH

- g) Draw up Plan of engagement with the community.

**ACTION:** GK to brief the committee at the next meeting.

- h) Retrieve existing exhibition material for further use.

PM has been unsuccessful to date in his attempts to contact members of the previous NDP Committee for access to previous NDP exhibition materials.

**ACTION:** PC to contact previous NDP Committee members to request access to any held exhibition material for transfer to the 'new' NDP Committee.

- i) Retrieve all current documentation from 'Dropbox' and distribute.

RH briefed that he has successfully downloaded all information from Dropbox and will now look to make it available for the NDP committee to view on the new 'Google' drive facility once it is set up. (See 5d and 5e above).

- j) Forward minutes/notes provided by KB to PC for uploading to the NDP website

**ACTION:** TW to forward the minutes/notes to the previous group members still on the committee for their viewing and approval prior to forwarding to the PC for uploading to the NDP website.

- k) Draft letter for approval by the PC informing AB School of the new NDP group and when/if contact would be re-established.

KB presented a draft statement to MH for passing to the PC for its approval / transmission to AB School.

**ACTION:** MH to liaise with the PC in relation to the completion of this topic.

- l) Dicuss with / write to the PC in relation to progress/communication/Independent Consultant/budget

**ACTION:** MH to liaise with the PC in relation to the completion of this topic.

## 6. Planning Applications

No further discussion on this standing topic as KB not in attendance.

**ACTION:** MH to comment on the proposed development to the rear of Argyll House (High Street) at his meeting with the PC.

7. AOB

a) **PM** informed that the previous versions of the Draft Plan had never been discussed in committee, but advised that the work that had been undertaken should be studied in order to extract the relevant parts going forward.

The committee agreed to do this.

**ACTION:** **PM to plan and advise the committee for future discussions on this topic.**

b) **RH** advised that he would not be available for the next three Thursday's

c) **GK** advised that she would not be available until 9<sup>th</sup> August

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 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 26<sup>th</sup> July 2018 – 7pm – Church House**

**ACTION:** **TW to book the room**