

MINUTES FROM NDP MEETING – 7pm CHURCH HOUSE 31st January 2019

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

Volunteer Sec: Tom Wheeldon **TW**

Apologies: Greg Hall **GH**; Georgina Kelly **GK**;

Other attendees: Nil

The Chairman **MH** called the meeting to order and presented the Agenda.

1. Apologies

As indicated above.

PART 1 NDPG BRIEF TO PC

2. NDPG Brief to the PC on Wednesday 30th January 2019

PM and **JW** updated the group on the brief that they provided to the PC in **MH**'s absence as follows:

- a) The brief to the PC updated on the topics that had been forwarded to the PC on the 23rd January 2019:-
 - i) Update on financial support application (the process for completion of the form etc).
 - ii) Update on selection of an Independent Consultant to support the NDPG.
 - iii) Update on proposed NDP website improvement.
 - iv) Update on cross referencing of previous HNA data to the 'Toolkit' + proposals for obtaining more/current data.
 - v) Update on programmed monthly public discussions (agenda theme prior to meeting).
- b) The NDPG also presented a question to the PC which had also been forwarded to the PC for consideration on 23rd January 2019 as follows:-

Q) " What is the PC's stance on a potential increase to community land/facilities that come under the jurisdiction of the PC for upkeep and maintenance"?

A) Following some discussion between Councillors the PC response will be confirmed later in writing to the NDPG.

ACTION: PC to provide written response to the NDPG question relating to a potential increase in community land/facilities.

c) The NDPG had agreed with the PC during the joint meeting on 29th November 2018, that if Counsellors had questions regarding the NDPG's work and associated minutes then they should raise these questions in writing ahead of the NDPG briefing to the PC. This will allow for a full and comprehensive answer to be provided. However, **Cllr Walters** proceeded to question the NDPG representatives on the following:-

Q1. Referring to the NDP minutes **10th January 2019**, and other minutes generally, he noted that a group member had stepped down. Then referring to the ToR's Cllr Walters stated that there is an obligation for the group to seek new members. He wanted to know if this had been discussed?

A1. The answer given at the time was 'no'. Having had the opportunity to consider the question further, the groups agreed response is as follows:-

- In the agreed ToR's under **Meeting Arrangements** it states '*Where vacancies exist the NDPG will be expected to work to recruit volunteers with **the help** of the Parish Council in order to ensure that the NDPG can operate*'.
- The minutes of **18th October 2018** advised that a group member had stood down.
- The Parish Bulletin No 67 in **November 2018** included the following:-

'The Village Needs You! This is Your Chance! We do require volunteers to help with the consultation and to help keep the community up to date. If you have some time to spare we would be pleased to have your assistance: you may wish to become a member of the NDPG, provide local knowledge, help with your expertise or support us with communications on our social media channels.'

Unfortunately this did not result in anyone coming forward to become a group member. A number of residents have nevertheless volunteered their support on specific tasks as and when the need arises.

If the PC would like to provide additional 'help' to attract new members this would be welcomed by the group.

The PC suggested this could be included in the next addition of the Bulletin with a 'plea for volunteers' and the 'timetable for future public sessions' included.

The PC Clerk requires the article **by Friday 15th February 2019** (NB this is also the deadline for the Parish Magazine).

ACTION: **ALL/TW** to provide article to the PC Clerk for entry to the Bulletin by 15th February 2019.

Q2. In the minutes dated **10th October 2019** under point (2) Draft Housing Need Survey Discussion, **Cllr Walters** wanted to know why the documentation referred to hadn't been shared with the community and the PC (eg attached to the minutes)?

A2. The document is a '**Draft**' working document produced by **KB** and is nothing more than his recommendation to the group for activities that could be undertaken whilst awaiting the involvement of a Consultant (any information gathered would help inform the task required of the Consultant which the Pc would no doubt expect to be provided when considering quotes???)

The minutes clearly go on to explain that enquiries for example, need to be made of ESBC to ascertain what data they may have available to satisfy the 'Toolkit' completion requirements (**this Action is ongoing**).

The group would be able to fill in any gaps if required via a further HNA survey conducted with the support of an Independent Consultant.

Q3. In the same minutes under point (3) Draft Housing Stock Survey Documentation **Cllr Walters** wanted to know why the group was considering undertaking a survey without first seeking authority from the PC. He said that he couldn't understand the rationale for it, and as far as he is aware it is not required to produce a NDP?

A3. The minutes dated **06th December 2018** (public session) explained at point (2d):

'From ESBC's guidance for development proposals of any kind, "Some evidence of need will be required". However, there is an opportunity for the Parish Council to identify at a local level any special housing needs - such as affordable housing, different types of housing for older people etc"

With reference to the current larger development areas within the AB settlement boundary, if evidence of 'need' is not contained in the NDP then developers would seek to take advantage.'

Whilst data is available for the '*number*' of houses, there is no data to identify the '*type*' of housing that is available within the Abbots Bromley Settlement Boundary.

The minutes dated **11th December 2018** under point (4a) General Discussion **RH** is Actioned to obtain actual housing numbers within the settlement boundary. This information will inform the creation of a 'grid' of housing types to assist the group in surveying the current housing stock (**by default, any gaps would help support the housing need outcome**).

This is nothing more than a group data gathering exercise of factual evidence, not requiring public response.

Q4. Action Grid – **Cllr Walters** felt this should be on the website for visibility by the community and the PC (although he acknowledged that he had been supplied with a copy from the Clerk).

A4. Cllr Walters was advised that this would be discussed with the Group. The group comment is now provided as follows:

The NDPG Secretary uses the ACTION Grid as an aid memoire for his work in supporting the group. The ACTION Grid is a working document and is updated regularly relevant to the task; task owner and status of the ACTION.

There is no intention by the group to post the working pages of the ACTION Grid on the website. All ACTIONS are identified in NDPG minutes as they arise and may be viewed accordingly through the minutes on the NDP website. The minutes are always readily available for public viewing following each meeting, and the PC receives a copy separately.

The PC will be provided with an appropriate copy of the current working ACTION Grid prior to each NDPG briefing for completeness.

The NDPG will upload all completed ACTION Grid pages to the NDP website for archive purposes in order to have the group's activities properly logged as evidence.

Cllr Walters was requested to put all of his questions in writing to the NDPG. However, as the responses to the above questions have now been answered the NDPG do not feel that this is necessary.

d) **Cllr Appleby** confirmed that **JW** was correct that it had been agreed that both the PC and the NDP would compile questions ahead of the NDPG briefing to the PC.

To support this outcome the PC is to compile questions and submit them to the NDPG one week prior to any briefing in order that a full response may be prepared.

As acted on prior to the latest NDPG briefing to the PC, the NDPG will continue to provide the PC with any questions one week prior to any briefing in order that a full response may be prepared.

e) **Cllr Appleby** further confirmed that in the joint meeting (29th November 2018) the intention that the PC would require a written brief ahead of the PC meeting was discussed. She explained that the NDPG felt this was overly bureaucratic and time consuming. The NDPG had suggested that if they were asking questions or seeking permission then this should be in writing. Otherwise, a general brief on topics presented ahead of the briefing will suffice.

f) **Cllr Appleby/Cllr Moore** Expressed a concern about the 'apparent lack' of timely publicity surrounding future Public Sessions, and the opportunity to engage.

The NDPG Response to publicity for public sessions is as follows:-

- Parish Bulletin **No 67 November 2018** included this statement:-

'The NDPG meets regularly with all minutes published on the website. At the first meeting of the month, the public is invited to attend – to listen, participate and comment. The dates will be advertised on the website, social media and notice boards'.

- The date for **6th December 2018** was advertised on the NDP 'Facebook' page and on notice boards in the village. Known interested parties were informed directly.

- Publicity for the next public session on **7th February 2019** is well in hand (see NDPG Minutes dated 22nd January 2019).

PM and **JW** accepted that the NDPG could do better in this area, and took on board the PC's suggestion that a 'timetable' for future planned events be prepared (with updates provided nearer the time).

g) **Cllr Appleby/Cllr Moore** Asked for an update to be provided on the production of a 'Table for Milestones' containing 'Aspirational' target dates which can be subject to review. The PC would appreciate an 'indicative' timetable by the **NEXT PC MEETING 27th February 2019**.

ACTION: ALL/TW to make 'Table for Milestones' available to PC by 27th February 2019.

h) The **PC Clerk** advised receipt by the PC of a Planning Application for two houses to be built on the Coach & Horses car park.

Cllr Ryan advised that he had been to the site and that potentially there would still be 19 car spaces remaining once the houses were built. He also indicated an understanding that a pedestrian walkway would be created along the boundary with Radmore Lane.

PART 2 **NDPG BUSINESS**

3. Draft Minutes NDP meeting 22nd January 2019

The Draft minutes and all inclusions were accepted as Approved. The Approved minutes will be forwarded for uploading to the NDP website.

4. Action Grid

The ACTION Grid was reviewed and the following ACTIONS were discussed.

a) **A93/88** - Viability of using the previous NDP Gmail Account.

RH updated on the progress to gain access to the original Gmail Account for the current NDPG use.

He had received communication from Cllr Walters informing that the PC had given approval to the NDPG to set up a new Gmail Account.

The NDPG have no recollection of this so will have to seek confirmation from the PC in order to determine progress.

ACTION: TW to contact PC in order to seek clarification of the authority to proceed with setting up a new Gmail Account.

b) Produce relevant 'timeline' of key milestone activities for submission to the PC prior to the next PC meeting 27th February 2019.

c) Also provide 'Locality' funding application documentation and recommendations of the identified Independent Consultant to the PC prior to the next PC meeting 27th February 2019.

ACTION: JW/RH/TW to provide details of timeline key milestone activities and 'Locality' funding application documentation/Independent Consultant recommendations ahead of PC meeting 27th February 2019.

5. Public Session meeting 7th February 2019

- a) Discussions on the procedure for conducting the 7th February meeting identified the need to ensure that publicity was in place by Friday 1st February 2019 to ensure the maximum possible opportunity for the public to attend.

Locations:

All notice boards; Cash Stores; PH's; Cafe on the Green; Cobwebs; Doctors surgery; Royal Ruchi; Social media; AB Parish web site.

Additional locations for future initiatives:

Parish News; Bromley Bulletin

- b) The earlier identified topic of **Traffic & Parking** was discussed for the upcoming public session. It was considered appropriate to utilise the previous T&P briefing material and overlay with current 'Speedwatch' data.

ACTION: PM/JW to look at the topic of T&P and Speedwatch data and make arrangements for presentation of the topic.

ACTION: GK to produce leaflet of the event for display within the parish.

MH obtain/make available holders for leaflets where necessary.

ALL ensure that leaflets are posted at recognised locations for maximum possible effect

6. 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 Session): 7th February 2019 – 7pm – Church House

ACTION: TW to book the room.

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

The NDPG minutes; notice board posters; social media and Village website will continue to inform of the date, time and venue.