

MINUTES FROM NDP MEETING – 7pm CHURCH HOUSE – 21st February 2019

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

Apologies: Georgina Kelly **GK**; Greg Hall **GH**; Julie Wheeldon **JW**; Tom Wheeldon **TW**;

Other attendees: NIL

1. Apologies

As indicated above.

2. Draft Minutes NDP meeting 14th February 2019

The meeting was not quorate as there were only 3 attendees. However, a set of Draft minutes will be produced for future Approval as discussions did go ahead in relation to an update on progress of the work of the NDPG.

3. Action Grid

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

- 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. **(Make this an Agenda Item)**
- Contact PC in order to seek clarification of the authority to proceed with setting up a new Gmail Account. **(TW to contact PC for clarification). (Make this an Agenda Item) (TW has contacted Eric Roy and he will come to a meeting in March to discuss).**
- Produce a brief of NDPG requirements for future Consultant support (eg HNA enquiry and future analysis of data; Technical support for Policy writing). **(JW/RH Draft brief in progress for passing to the PC for approval)**
- Consider progress topics presented by **KB** and prepare for future discussions. **(Make this an Agenda Item)**
- Contact ESBC planning representatives and invite them to a meeting to discuss relevant topics as indicated in above item **(TW has received agreement to attend by ESBC planning representatives date to be set Ongoing) (Make this an Agenda Item)**
- Provide details of Independent Consultant's daily rate and availability to undertake work on behalf of the NDPG. **(RH has received information of 2 x Consultant's daily rates. Clive Keble (Consultant) is being invited to tender)**

4. Parish Council brief 27th February 2019

NDP Milestone Timeline has been forwarded to the PC.

Housing -Stock Survey will not be presented to PC for discussion as it is not yet complete.

Consultant's brief: Draft has now been completed but awaiting feedback from PC on 1st Draft Locality funding application in case this necessitates changes to brief.

At the PC meeting (27th Feb 19).

MH will give an update on the above.

MH to email PC on Saturday 23rd Feb if PC still hasn't been able to respond with its comments on the 1st Draft Locality funding application.

TW to re-send **JW**'s written response to PC re rationale for the Housing Stock survey.

ACTION: **TW** forward explanation on rationale for the Housing Stock survey to PC.

MH to submit written report for Parish Assembly. Obtain date for Parish Assembly, and latest date for submitting report to PC.

ACTION: **MH/TW** submit written report for Parish Assembly. Identify date for submitting report to PC.

5. Locality Funding

ACTION: **RH** to liaise with **JW** about contacting Clive Keble (Consultant).

There was a discussion about the Draft Consultant's brief that **JW** had provided. Some minor alterations were agreed. **KB** to make amendments and return the Draft Consultant's brief to **JW**.

(Amendments include: deletion of suggested costing; indenting of final 2 bullet-points in "Collation and Evidence" section; additional explanation at end of Section 1; add an additional sentence to end of Section 3 to include 'support' and 'guidance' on the writing of policies for inclusion within the NDP; add new Section 4 entitled "Engagement and Planning Material" to ascertain estimated costs for communications with community + cost of drafting NDP; original Section 4 to now become Section 5.

ACTION: **KB** to return agreed changes to Draft Consultant's brief to **JW**.

There was a discussion about drawing up a scoring matrix to help select the Consultant.

ACTION: **ALL** to consider production of a scoring matrix to help with Consultant selection.

6. Public Meeting

Next NDPG meeting 7th March 2019: "Heritage and the Environment".

RH to contact **GK** about the publicity poster. **MH** to distribute posters before next meeting.

RH to advertise event on social media. **KB** to produce questionnaire in time to be included on social media with the poster + placement alongside posters. (It is hoped that this approach will encourage a response from those unable to attend the meeting.)

Aspects for questionnaire/meeting to be: Street Scene; Historic Environment; Natural Environment; Local Green Space.

Included on questionnaire would be details of next forum on Thursday April 4th 2019, the theme to be "Tourism". Important to ensure local businesses are aware.

ACTION: ALL Ensure that literature and publicity for NDPG (public) meeting 7th March 2019 is complete by w/e 23-24 Feb latest.

7. AOB

There was a general discussion about the planning application submitted for development of part of "Coach and Horses" car park. The NDPG don't consider it appropriate to submit a group comment to ESBC, but do support the consideration of the PC in submitting a response. Members of the public are encouraged to submit their views /opinions by accessing the ESBC Planning Portal and investigating Planning Application **P/2019/00121**.

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 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: 28th 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"