

MINUTES FROM NDP MEETING – 7pm CHURCH HOUSE – 28th March 2019

Attendance: Julie Wheeldon **JW**; Keith Baker **KB**; Rob Humphries **RH**;

Apologies: Mike Hobbs **MH**; Peter Male **PM**; Georgina Kelly **GK**, Greg Hall **GH**;

Volunteer Secretary: Tom Wheeldon **TW**;

Other attendees: 2 guests (Mr David Eatough; Dr Chris Whorwood)

MH had tendered his apologies at the last minute due to an unavoidable family commitment. He requested that **JW** stood in for him as Chair, and to submit his supplied comments to the meeting.

JW brought the meeting to order and advised that with the group being non-quorate, business should just focus on providing important updates in order to support continued progress.

JW introduced 2 guests who had requested an opportunity to speak with the NDPG.

1. Apologies

As indicated above.

2. Invitation to provide input to the meeting from 2x members of the public

a) Mr David Eatough was content to be identified in the minutes, and wished to provide an overview to the NDPG of the current situation regarding the potential closure of Abbots Bromley School.

Mr Eatough had attended the PC meeting the previous evening where he had also made comments in relation to the situation at the school. Mr Eatough has been closely involved with the dialogue surrounding the potential school closure, and wished to inform the NDPG of those discussions.

The NDPG feel that it is more appropriate for the Parish Council to report on the situation regarding Abbots Bromley School in their respective minutes. However, the NDPG are grateful to Mr Eatough for bringing the group up to date with the current situation. They will certainly be better informed as they continue with the process of producing the Parish Neighbourhood Plan.

b) Dr Chris Whorwood was content to be identified in the minutes, and wished to provide support to the NDPG on a 'task and finish' basis in accordance with the guidance in the NDPG Terms of Reference.

Having already attended a number of the NDPG (Public Session) initiatives, Dr Whorwood offered to provide support to the NDPG by looking in to the topic of Heritage & Conservation (where support advice may be available from external organisations / agencies for production of a NDP).

The NDPG were grateful to Dr Whorwood for seeking to support the work of the NDPG. The group accepted his offer and suggested that he provided future briefings of his findings to the group as appropriate.

All residents are welcome to approach the NDPG to provide assistance in support of the production of the parish Neighbourhood Plan. If anyone wishes to join the group committee please make direct contact, or register your interest with the Clerk to the Parish Council.

Draft minutes NDPG (Public Session) 7th March 2019; NDPG meeting 14th March 2019

The Draft minutes of the two referenced meetings (with proposed amendments included) were accepted as a true record. The minutes will now be moved to 'Authorised' status and forwarded for upload to the NDP website.

3. Action Grid

The ACTION Grid was reviewed and is recorded as being up to date.

4. Next NDPG (Public Session) Thursday 4th April 2019 – 'Young People's Forum'

JW recommended that the session should commence with an 'Ice breaker' initiative. **JW** will lead on providing this at the forthcoming session.

KB led on a discussion to create 4/5 typical questions that would stimulate a structured response from those attending. To support this, the seating will also be arranged around tables to allow written responses to be personally recorded by the attendees.

ACTION: **KB** provide typical Q's for Young People's Forum as discussed.

TW informed that he will provide Flip Chart pages in order to record wider discussion points of view.

KB recommended that provision of light refreshments might be a good idea, to support the session? All present agreed with the idea.

ACTION: **TW** to obtain some light refreshments.

5. Independent Consultant support

JW informed that responses (with quotations) had been received from a number of Independent Consultants. The PC sub group and NDPG members have been provided with evidence of these 'returns'. It is now necessary for the PC sub group and the NDPG members to study the documentation and come together to determine which Consultant to invite to undertake the work in support of producing a Parish Neighbourhood Development Plan.

All personnel involved with the decision making are advised to study the paperwork and identify a 1st and 2nd preference with amplifying reasons to assist later discussions.

ACTION: **TW** to ensure that the PC sub group and the NDPG members are in receipt of the necessary documentation in order to inform the decision for 1st and 2nd preferences.

JW advised that it is necessary to complete the Draft Locality funding application with the PC sub group. She will look to meet with the PC independently in order to move this aspect forward.

ACTION: **JW/TW** Contact PC to enquire of PC sub group members availability to meet and agree the Draft Locality funding application.

6. PC sub group support to the NDPG

The NDPG had recently met with some members of the Parish Council who wished to form a PC sub group to help support the work of the NDPG.

The two groups intend to work closely together in order to facilitate more effective two-way communication links, and management of NDP related tasks.

The Parish council are the authorising body for production of a Parish Neighbourhood Plan. The NDPG will continue with the main work of bringing the Parish Neighbourhood Plan to Draft Plan stage on their behalf.

7. AOB

a) **ACTION: TW** to forward updated NDP Milestone timeline to Eric Roy for upload to the NDP website.

b) The NDPG Terms of Reference require that:

“Any member unable to attend four consecutive meetings (the four meeting rule) should be deemed to have forfeited their membership, unless that there are exceptional or extenuating circumstances. This will be at the discretion of The Chair.”

ACTION: MH to contact **GH** in accordance with the NDPG ToR ‘four meeting rule’ requirement.

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: 4th April 2019 – 7pm – Church House NDPG (Public Session) ‘Young People’s Forum’

ACTION: TW to book the room.

THE NEXT PUBLIC SESSION WILL BE ON THURSDAY 4th APRIL 2019

7pm CHURCH HOUSE.

THE TOPIC FOR DISCUSSION WILL BE:

‘YOUNG PEOPLE’S FORUM’