



**Abbots Bromley Parish Neighbourhood
Development Plan**

Abbots Bromley Parish Neighbourhood Development Plan Working Group (ABPNDPWG)

Minutes of the meeting held on Thursday 21st April 2016 - Church House

Present: **(BW)** Bryn Walters * (Group Chair), **(RR)** Ros Robb *, **(TW)** Tom Wheeldon, **(SP)** Stephen Perrins, **(AB)** Anna Bebbington, **(SA)** Stuart Appleby, **(PM)** Peter Male, **(PR)** Phil Ryan, **(NH)** Neal Haywood **(GH)** Greg Hall**

* Parish Councillors.

** East Staffordshire Borough Councillor

Visiting: **(CoH)** Corinne O'Hare – East Staffordshire Borough Council, Neighbourhood Plan Lead.

1. Apologies for absence

Sarah Meads **(SM)** (Clerk to the Parish Council)

2. Declarations of Interest

None

3. Review and agree minutes of the last meeting (7th Apr 2016)

The minutes were agreed as an accurate representation.

ACTION: BW to forward agreed minutes to Eric Roy to add to the website.

4. Update on actions from the last meeting.

Verbal update provided by BW

ACTIONS STILL TO COMPLETE: BW to send update of papers to Eric Roy for the website

TW to finish collating the list of groups and business contacts (once the work with SA on collation of the consultation results is complete)

5. Presentation and discussion of consultation results (TW and SA lead)

SA and TW led a presentation of the consultation results. The process is almost complete, just results of question 5 left to look at.

ACTION: TW and SA to liaise to finish off the consultation response paper. Final version to then be e-mailed to the group.

All of the group agreed that the quality of the work carried out by TW and SA was very high.

BW proposed that all of the returned paper questionnaires from the consultation should ideally be scanned and saved to a consultation folder/website as this will make the resource easier to access. TW made the point that some questionnaires (about 4-5) have people's individual contacts supplied (even though this was not required by the consultation) and so redaction of personal details may be needed before this could take place.

6. Q and A session with ESBC

Prior to the meeting the group circulated three main questions for the discussion with CoH:

- a) *The initial consultation carried out has raised a number of concerns amongst consultees regarding traffic and parking. To what extent can a NDP deal with such issues?*

CoH said that there are no fixed guidelines on these issues and it largely depends on what is important to a particular community. The importance of a clear evidence base was pointed to in terms of determining what policies and interventions are required.

CoH pointed to the example of Yoxall where they specifically incorporated policies relevant to new development and parking. It was reiterated that evidence is paramount as an Inspector can reject policies on parking, traffic (and other matters) if there is not a clear rationale associated.

PM made the case that the evidence for the NP will be focussed around future development and the consultation is indicating that there is a current problem that needs to be tackled. TW and GH made the point that any evidence that is based on fact rather than hearsay will be useful to give to the Parish Council. BW reminded that the consultation represents opinion rather than factual evidence at this stage.

It was agreed that a parking and traffic assessment would be required as part of the background evidence base for the plan but also as evidence to be made available to the Parish Council. Such background evidence would also form the basis of any future round of targeted consultation.

- b) *A further key issue raised involves carrying out an assessment of the need for additional housing in the Parish. What information do you have available on housing need assessment (HNA) and how can you help us with a Parish HNA?*

CoH outlined that areas for housing delivery for the Parish have been set out in the ESBC Local Plan. Where the NP can add value is by providing detail on what those committed sites should look like in terms of the type of development and mix of housing etc. The NP can also (if the community wishes) allocate more space for housing within the Parish. It is therefore important to seek the views of the community on these issues at the earliest opportunity.

TW and SA mentioned that housing was a key issue flagged as part of the consultation. The group agreed that a HNA will be required.

CoH mentioned that ESBC have the 2011 Census data by Parish and that she would be happy to e-mail this for AB Parish. It was also mentioned that the ONS website is a useful resource and that ESBC have an officer who is familiar with the site and can provide help if needed.

NH raised the question - at what stage we will get to the point of identifying potential development areas on maps? BW outlined that this will be for the community to decide, most likely following evidence gathering via a HNA and then possibly a targeted consultation.

GH made the point that a HNA was carried out by the Parish Council in approximately 2012, CoH said that this would need updating but would provide a good platform.

TW made the point that there are already a number of useful background documents available that be tapped into, such as the Conservation and village design guides.

c) *Can a NDP deal with issues such as improvements to public realm, pedestrianisation etc?*

CoH said that NDP's can designate open spaces, village greens etc but again there would need to be a clear, evidenced rationale for doing so. It would be a suggestion to map out protected green spaces important to the local community.

CoH updated the group on the latest news for other NDP's across East Staffordshire:

Parish of Anglesey - Have a date for their NDP referendum (21st July)

Parish of Newborough – Submission Consultation stage (Reg 15) and begun Reg 16 consultation

Parish of Stapenhill Submission Consultation stage (Reg 15) and begun Reg 16 consultation

Parish of Marchington Submission Consultation stage (Reg 15) and begun Reg 16 consultation.

CoH left a "Neighbourhood Resource Pack" for the group to use and borrow

7. Parish Assembly organisation and arrangements

BW asked the group to agree the final arrangements for the Parish Assembly in May. It was agreed that the group would like to publicise the Parish Assembly in terms of the NP process as much as possible.

PR outlined that in previous years the upstairs rooms of the village hall are not always big enough to accommodate when large numbers of people attend. He proposed that we ask the Parish Council if the main downstairs Village Hall room could be booked instead to accommodate both the meeting and the displays. The group agreed.

ACTION: BW to contact SM to see whether the meeting room can be changed

TW mentioned that it would be advantageous to do a leaflet drop through post boxes around as much of the Parish as possible in order to raise awareness. The group agreed.

PR said that Rose from the village may be able to do the leaflet posting for a small fee as she usually delivers the Lichfield Mercury

ACTION: PR to ask Rose about leaflet posting and cost associated

The group agreed that a leaflet should be drafted and should be used for the post box deliveries, village notice boards, social media and website.

ACTION: BW to draft and send around a leaflet for group agreement. This will then be forwarded to the Parish Council for printing. TW to also find out whether any villages businesses might like a copy for their shop windows. Once printing is completed PR to provide copies to Rose who will deliver during W/C 9th May. BW to print and laminate copies for the notices boards, shop windows (potentially) and also put on website and Facebook Page.

The detail of the display boards was discussed and agreed.

ACTION: AB to draft display board material and liaise with BW about printing arrangements. BW to forward ABPNDP logos to AB for use on all materials. AB to also organise display board logistics on the day of the Assembly in liaison with TW.

8. Date and time of next meeting

Given the discussion on the future work stream of the group in terms of background evidence, it was decided that a walk around some of the Parish would be useful for group members. This will focus on landscape and open space (communal areas/parks) that will need consideration and potentially protection through the NDP. It is anticipated that this field trip will lead into the first back ground evidence paper for the group, as such it would be advantageous if group members could familiarise themselves with issues/policies on landscape and open, communal space in any adopted NP's before the meeting.

The next meeting (for which there will be no formal agenda) will be:

Saturday 14th May, 11:00am – Meet at the Buttercross (bring suitable footwear, weather protection and if possible a camera).

N.B. It is anticipated that these minutes will be reviewed and agreed at the next formal group meeting and not during the session on 14th May.