

Abberley Neighbourhood Plan Combined Working Groups Meeting

Date – Tuesday 15th November

Time – 7.30pm

Venue – Committee Room, Abberley Village Hall

Present

Kate Andrew – environment lead and overall lead

Ann Cheston – environment

Godfrey Crompton – infrastructure lead

Jim Gibson – infrastructure and parish councillor

Ning Kedwards – economy lead

Rachel Pallet – economy (had to leave at 8pm)

Catherine Knight – housing lead and Parish Council Vice Chair

Ian Sharp – housing

Meryl Roberts – not sure (sorry missed this)

Mac Macbeth - environment

Dick Jeavons-Fellow – housing

Apologies - Tony Chance, Sarah Day, Marion Evans,

Minutes

1. KA welcomed everyone and opened the meeting. CK took the chair to enable KA to take notes. Those present introduced themselves and their areas of interest.

2. CK briefed those present on her meeting earlier in the day with David Clarke, the Neighbourhood Plan Officer lead for Malvern Hills District Council (MHDC), his main point was that the NP plan deals with the use of land, aspirations for services that do not have land designated if included, need to sit in the NP Appendices. DC has produced a comprehensive Planning Practice Guidance on Neighbourhood Planning document. CK had also sourced a hard copy of the South Worcestershire Development Plan (SWDP) and NK had identified where the PDF version could be found. **Actions**

CK to seek electronic copy for distribution.

GC to create a resources folder to house the SWDP, guidance notes etc

All – read background resources and policies

3. Presentation of Abberley Neighbourhood Plan Terms of Reference now approved by Parish Council – KA went through the terms of reference, highlighting that legislative framework that the NP will sit within, the requirement to notify the group of conflicts of interest, responding to queries about the time scale (up to 18 months), the commitment required from steering group members (meeting every 4 to 8 weeks) and the area that the NP covers (the entire Parish of Abberley) and

noting that the ToR can be modified if necessary. DJF commented that the document was very robust.

Action GC to source the map that the Parish Clerk submitted when the NP area was first designated and add to resources

4. Proposed Project Plan and Approach. The project plan, circulated with the minutes of the Steering Group meeting was tabled.

- **Now to end of 2016**
Scoping and baselining, i.e. mapping where we are in the 4 Working Groups and agree an overarching plan
- **Jan to Mar 2017**
Review the mapping results and consider the relevance and adequacies of the collated data, i.e. gapping
- **April to June 2017**
Review the need of appointing specialist consultants, i.e. specialist gapping, and drafting questionnaire questions for the Abberley Neighbourhood Plan, analyzing questionnaire data
- **July to Sept 2017**
Collate the results from the questionnaires to draft and write the Neighbourhood Plan
- **Oct to Dec 2017**
Revise and redraft the Plan based on feedbacks and advice
- **Jan to Mar 2018**
Consultation with the Abberley parishioners and revisions to finalise the Abberley Neighbourhood Plan and then hold the referendum

Those present were in agreement with this approach.

KA showed hard copy of a guide to creating a NP which is available as a PDF.

Four thematic areas for the working groups are planned

- Housing – design guidance, type, potential sites etc.
- Infra-structure – sewage, roads, transport, paths, renewable energy, sites for community use, amenities etc.
- Local economy – change of use, business, light industry etc
- Landscape & Environment – flooding, local listing, historical environment and buildings, protection of green spaces etc.

DJF suggested that a better name for the local economy working group might be sustainable village and that flooding might sit more sensibly under infrastructure.

5. Proposed Working Group Approach and Processes

With 11 people at the meeting, 14 volunteers in total and 4 thematic areas, discussion followed over whether the working group should meet as separate groups as two groups or one big group. The consensus was that the entire working group should contribute to the mapping phase to establish a baseline and undertake the initial scoping and that we would review once this stage of work was completed.

This would be facilitated by creating thematic documents (probably spread sheets) that working group members can see and contribute information too.

Action – thematic leads to create a framework document and post in the relevant Working Group folder

6. Means for Working Groups to share data

The APC web site remains operational and has been tidied up a little, the forthcoming agenda and all minutes will be posted in the APC website. CG is in the process of building a new website, until this is complete, document sharing and opportunities to contribute to documents will be via a Dropbox account. DJF suggested a closed Facebook Group, but this was not viewed favourably by several attendees). All present confirmed that they were familiar with using Dropbox and provided email addresses that would allow this usage. The intention had been to create a password protected section for NP volunteers to access guidance notes, useful information and working documents, but Dropbox may prove easier to manage. MM was re-assured that it was not possible for two people to work on the same open document at once.

All present confirmed they were happy to share email and contact details within the group, but not to wider distribution.

Action KA to create distribution list from sign-in sheet

Action GC to invite all attendees to the Dropbox

7. Brainstorm sources of information and additional help (including clerk/admin support)

None present offered to take on the admin support or clerking role, a request to fill this role is on the APC web site and will appear in the Dec Parish Magazine. **Action All to consider who might take on this role**

Several people present pointed out the interconnectedness of Abberley and Great Witley, sharing rather than duplicating key services – **Action NK to find out who is leading on Great Witley NP**

We will need to circulate a parish questionnaire, NK plans to do this by Survey Monkey and limited hard copy, on the assumption that 98% of residents have access

to email. **Action All – start collating questions so that different thematic areas can identify areas of overlap**

What does a sustainable village look like? – good way of framing our initial enquiries

NPPF states new housing is sustainable if it is within 800m of village hall, shop and pub

Sustainability of shop – probably some guidance on CPRE or Addington Trust

Sustainability of doctors – plans for a very large new estate in Great Witley. All the new housing in the catchment area mean that the practice is already full.

To sustain transport services we would need to demonstrate increased growth at the same level as growth within MHDC and therefore maintain category 1 status of village. Similar issues with schools.

Sustainability for businesses – what businesses do we have, what do we need and how many people work from home. **Action economy team to complete the form by 25 Nov**

Is there a need for shared services such as office space and meeting rooms. Fast reliable broadband essential to all home workers.

Live/work units 60% of space needs to be for work – recent legislation change

Martley did get permission for 14 houses outside an allocated area for development under NPPF by proving sustainability.

If allocated sites are not deemed economically viable by developers, then the MHDC land supply becomes problematic.

8. Date for next meeting

Meetings will where possible be on a Tuesday at 7.30pm in the committee room at Abberley Village Hall. The group wish to meet in early December, but the room is not free.

Meeting closed at 9.45pm

Next meeting therefore on Wednesday 7th December 2016.

Items for the agenda to KA by 29th Nov please