

# Dursley Neighbourhood Development Plan (NDP) Workshop Event 28.1.14

## Joint meeting held for Dursley and Cam NDP groups

### Aims of the workshop event:

- To increase understanding of Neighbourhood Development Plans- their aims, process and constraints
- Allow opportunity for attendees to explore parish characteristics and strengths opportunities and challenges facing the parish and to consider a vision for the future
- To define terms of reference for the steering group for Dursley NDP and for Cam NDP
- To define timescales for the Plan and next steps for Dursley NDP and for Cam NDP
- To motivate attendees and encourage participation

**Publicity method** - open invitation publicised via newsletter, distributed to 52 public venues in Dursley, poster on public noticeboards, on the Dursley Town Council website and through a press release (taken up in a Gloucester Citizen on 20.1.14). Flyer to Dursley business premises and additional targeted invitation (eg to groups in the town and to those who had previously expressed an interest).

**Present:** 31 people attended the session in total (15 from Dursley and 16 from Cam). A list of attendees is available from Dursley or Cam town/parish clerks.

### Format of event:

- Welcome, housekeeping and introduction by Brian Whatling- Chair of Cam Parish Council
- Neighbourhood Development Plans Presentation and Q+A by Elin Tattersall [www.grcc.org.uk](http://www.grcc.org.uk)
- Group work (Split into two groups- Dursley and Cam) to:
  - Agree structure and rationale for group to take forward the NDP. Number on group, quorum, representation.
  - Agree purpose of the group and powers, communication route with town council.
  - Begin to consider timescales for different stages and plan step 1 and aims for next meeting.
- Report back and close

## Dursley Town Council Group work: Summary of discussion and decisions

### Dursley group discussion facilitated by Elin Tattersall GRCC [elint@grcc.org.uk](mailto:elint@grcc.org.uk)

- Decision made to form a steering group, with town council representatives and clear lines of communication between the town council (as the qualifying body for the NDP) and the steering group. (This was felt to be preferable to forming a sub-committee of Dursley Town Council as it would give more flexibility for meeting structure and might encourage wider membership). Terms of reference discussed and amended.

**Action:** ET to amend and forward Terms of Reference as draft for approval at first meeting of the steering group

- **Communication between steering group and Dursley Town Council:** Requirements are set out in the Terms of Reference (ie – reports at key stages, minutes distributed, two way communication through town council representatives, standing agenda item, minutes, attendance as observers at each others' meetings (with permission to speak for non-members at the discretion of the Chair)
- **Communications between steering group and Cam NDP steering group:** Minutes and reports routinely sent to (and received from) secretariat of Cam NDP steering group for distribution
  - Occasional joint meetings of steering groups.
  - Joint theme groups as appropriate

### Steering Group meeting dates and frequency

- Monthly meetings set for 2<sup>nd</sup> Wednesday of each month at 7pm (next meeting 12<sup>th</sup> February 2014) at the Church Hall

**Action:** Leah (DTC assistant clerk) to check availability of the church hall for meetings. If Church Hall is unavailable- either conduct meeting in town council offices meeting room or an alternative venue. Leah/Helen to advise as necessary.

### **Timescales and tasks**

- There is a reasonably recent parish plan in place therefore this should provide evidence to support visions and objectives.
- Aim to have completed step 1 and conducted the audit of the parish plan within 1 month then gathering further evidence during March
- Further discussion re timescales to take place in first steering group meeting

### **Actions:**

- Audit of parish plan and evidence link to actions – complete by end February 2014. Helen and Leah to set up meeting. Sue and Neil volunteered to help- meeting to be set up and all notified. Cam steering group members welcome as relevant to all.
- Bid to Locality to be completed and submitted by Dursley Town Council clerk/assistant clerk by next steering group meeting.

### **Representation of the steering group**

- Checklist to be used when reviewing steering group membership (It is not always practical to involve a representative of all different parts of society. It is more important to have a steering group members who are interested in guiding the process, prepared to work hard and committed to reaching groups. Checklist = representatives from town council, residents, district council, businesses, voluntary groups (including faith groups, environmental groups and, if possible, youth groups). Specialist input from groups such as Gloucestershire Environment Trust, Gloucestershire Highways will be more relevant at certain meetings/ theme groups. Also – if difficult to get representation to steering group from eg youth/older people/ disability groups – can concentrate on making sure they are represented fully at consultations/involved in theme group discussions
- The following attendees volunteered as steering group members:
  - Simon Potter (Dursley Traders)
  - Brian Marsh (SDC/DTC)
  - David Evans (Townsend Residents)
  - Jonathan Bird (DTC)
  - Carolyn Thraves (resident)
  - Jan Burdge (resident)
  - Neil Grecian (DTC)
  - Mel Laybourne (DTC)
  - Sue Creswick (DTC)
  - Ronnie Harding (DTC)

### **Aims for next meeting**

- Check progress of actions from meeting dated 28.1.14
- Approve Terms of Reference (then to go to Town Council for sign off)
- Define communications plan (who needs to be involved at each of the 8 stages and how. (Information and consultation)
- Define target timeline for the 8 stages of the NDP
- Budget setting
- Set agenda for next meeting

### **Useful links**

National Planning Policy Framework <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Links to completed NDPs- see the GRCC website page on NDP- What's happening in England - <http://www.grcc.org.uk/neighbourhood-development-plans/examples-of-ndps-across-the-country>

Relevant pages for Stroud District Council – click on headings relating to 'Stroud District Local Plan 2005 and maps' and Stroud District Local Plan 2014

[http://www.stroud.gov.uk/docs/planning/planning\\_strategy.asp#s=sectioncontent2&p=lp14,lp](http://www.stroud.gov.uk/docs/planning/planning_strategy.asp#s=sectioncontent2&p=lp14,lp)