

# **Future Dursley Neighbourhood Development Plan (NDP)**

## **Steering Group Meeting**

**7pm on 20 May 2015 at Jacob's House**

Present: Councillor Jonathan Bird (Chair), Michelle Eades (Dursley Resident), Roy Herbert (Dursley Resident), Councillor Neil Grecian, Councillor Mel Laybourne, Councillor Sue Creswick, Elin Tattersall (GRCC), Leah Wellings, Deputy Town Clerk and Anita Gambie (Project Administrator).

1. Apologies for absence

Krystyna Dembny (Dursley Resident), Clare Nelmes, (Mayor), Richard Jones, (Creative Designer)

Michelle Eades and Roy Herbert, both Dursley Residents were welcomed to the meeting. Jonathan provided a brief overview of NDPs generally, and specific information on progress to date on developing 'Future Dursley' NDP by Steering Group members and other volunteers.

2. Minutes of 22<sup>nd</sup> April 2015

The Minutes were agreed.

3. Matters arising from the minutes

The hyper-links from the Street Audit summary to the individual PDF files are still not working. Harris Ethical has agreed to find a 'fix' for this. This work is not yet complete as the staff member who is working on this has been on Annual Leave.

4. Final Brand for Future Dursley

The Steering Group agreed that Concept 3 should be accepted as the final brand for 'Future Dursley'. The decision took in feedback on the draft brands from the Annual Town Meeting, where individuals who expressed a preference, voted in favour of Concept 3 (10 votes for this with 2 for Concept1). Everyone liked the image of the town hall in the final chosen concept as this was seen as an easily recognisable icon of Dursley.

A query was raised about whether the wording under 'Future Dursley' should say 'Our Neighbourhood Plan' or 'Your Neighbourhood Plan'. After some discussion it was agreed that this should be 'Our' as this was felt to be more reflective of the plan being developed and owned by the whole community than the term 'Your'.

## 5. Review of progress and recommendations

The minutes under this section need to be read with Elin Tattersall's discussion paper dated 18 May 2015 'Future Dursley NDP – Addressing current challenges'. A copy is circulated with these Minutes.

Elin informed the Steering Group (SG) that her paper had been drafted following a meeting on 13<sup>th</sup> May, with John, Leah and Anita (Jonathan Bird had been unable to attend) to discuss the challenges the NDP SG has been experiencing during the last few months.

### **Maintaining the Steering Group**

Elin confirmed that maintaining membership of the Steering Group is a common challenge for NDP SGs, particularly where the group meets monthly.

The SG agreed with the suggested action to hold meetings less frequently. These would be held every 2 months and/or at other key times. Three smaller working groups would be set up to plan and carry out specific tasks and finish activities:

- **Consultation group** – planning for June consultation and a later date the resident's survey;
- **Landscape character and site assessment group** – scoping work, ensuring completion of site assessments and producing feedback boards ready for the Dursley Town Festival.
- **NDP document group** – drafting and checking the document.

As the working groups would be task focused it was suggested that these might need to meet more frequently than every two months or momentum to complete specific activities would be lost.

Jonathan asked SG members for expressions of interest in joining any of the working groups. He volunteered to join the Landscape group, Michelle and Mel the Consultation group and Sue the NDP document group. Other current SG members and former NDP volunteers would be asked if they were interested in joining any of these groups.

### **Landscape Character Assessment**

Elin suggested that the SG should get a Landscape Character Assessment (LCA) completed as the local environment and landscape have been identified as highly valued and distinctive through the evidence collected to date and consultation events. An up to date LCA would provide a valuable baseline and further evidence to enhance our understanding of the special qualities of the town's landscape character.

Commissioning an external consultant to do this work would give the SG a boost and move the work on, dependent on costs, which could be met by funding from Locality.

Sue informed the group that the residents opposing the proposed development on land Off Harding's Drive are looking for someone to undertake a Landscape Assessment.

It was noted that an LCA could help to protect the views in and out of the town. The larger potential developments for which site assessments had been completed could also be incorporated as part of this work.

Sue felt it was important to get an individual from outside the area to complete an LCA.

**A decision about whether to commission a Landscape Character Assessment is discussed under Agenda item 7.**

**Site Assessments**

The offer of support from Rednock geography students to carry out site assessments and pull these together into a report was recognised as providing a great way for the neighbourhood plan to get some vital input from young people .

In a discussion of Elin's paper, referred to above, the following points were made:

The draft vision and objectives needs to be presented in an accessible and interesting way so that consultees feel able and encouraged to comment on the content.

The **evidence** collected by the SG to date needs to be organised into an acceptable format, reviewed and checked for any gaps.

The Landscape and Character Assessment Working Group need to think about how to present the results of these in an informative and interactive way at consultation events. A suggestion was made about making the results available on an iPad as a way to engage and involve the public with looking at these results.

Elin suggested that it would be worthwhile planning an externally facilitated event to work out a **strategy for the NDP and policies** and to help the SG to make sense of all the evidence. Key partners would be invited to attend. Ricardo Rios at SDC would also be asked for his views on this suggested policy event and whether this would provide a good opportunity to test draft policies.

It was suggested that the best way to view the completed site assessments was via a laptop. Elin advised the group that Adult Education Gloucestershire have 11 ipads for use for community learning activities.

Matt McCarthy and Rednock students would also be asked for their views on the best way to present the vision, objectives and site assessment information.

A flyer should be drafted to advertise consultation events, explain NDP, and invite new SG and Working Party group members. The flyer should give some indication of time commitment and describes the types of activity individuals could get involved with.

## 6. Site Assessments

### a. Updates

Neil asked whether 'Living over the Shop' schemes had been identified as a way of bringing back empty buildings into use in the town centre as part of the NDP. It was noted that such a scheme has not been discussed under NDP before.

Mel reported that she had completed the desk based research for her site assessments.

Neil asked whether the Littlecombe development should be included in the list of sites.

b. Comments were provided on the draft advert for the 'Call for Sites'. Sue offered to help complete a final version of this. It was agreed that an advert should be placed in the Gazette, all Local Estate Agents and placed on our website.

## 7. Landscape Character Assessment

After an earlier discussion on this topic under Agenda item 5. All SG members agreed that it would be a valuable activity to get a Landscape Character Assessment completed as part of the NDP. It was also agreed to get this work undertaken by an external company. Quotes would be sought from a minimum of three companies.

## 8. Public consultation and communication

Some aspects of this agenda item were also discussed under item 5.

- a. There had been interest in the Future Dursley NDP project from those who had looked at the display boards and taken a copy of the newsletter at the Annual Town Meeting on 19<sup>th</sup> May 2015.
- b. A double stand had been booked for the Dursley Town Festival on 27<sup>th</sup> June. One stand would be used by the Town Council and the other by Future Dursley. Key areas to consult on with the community at Dursley Town Festival are the draft vision and objectives and to present the results of the site assessments as boards. These tasks would be planned and completed by the consultation working group. All SG members would be asked if they could help at the NDP stand for some time on 27<sup>th</sup> June.
- c. We have provisionally agreed with students at Rednock to undertake the following tasks as part of the NDP:
  - Carry out site assessments and provide a report;

- Design a town centre/shopping questionnaire, survey residents in town on Thursday 9 July and analyse the responses;
  - Run some sessions in school to get students views on the draft vision and objectives.
9. There had been no new financial commitments or payments for the NDP budget made during the last month. Elin advised the SG that there is a potential sum of £8k additional grant funding for communities completing NDPs (and additional technical support for a 'complex' NDPS) . This funding can be used to pay for a range of different costs associated with supporting communities in developing their plans. Dursley would apply for a grant to cover the costs of an LCA, any other professional support and publicity and promotional expenditure.
- 10. Following agreement for the full Steering Group to meet every two months, the next Steering Group Meeting would be on Wednesday 8<sup>th</sup> July at 7pm. The Consultation Working Group would meet on Wednesday 10<sup>th</sup> June to plan and agree the activities for Dursley Town Festival.**