

Alnwick and Denwick Neighbourhood Plan Steering Group

Minutes of meeting held on Tuesday, February 19, 2013
Council Chamber, 1 Clayport Street, Alnwick at 6.30pm

Present

Alan Symmonds (AS),
Susan Patience (SP), Gallery Youth
Rachael Roberts (RR), Alnwick Friends of the Earth/Transition Alnwick
David Lovie (DL), Alnwick Civic Society
Martin Murphy (MM), Transport Topic Lead
Colin Barnes (CB), Northumberland Estates

In Attendance

Peter Biggers (PB), Project Coordinator
Bill Batey (BB), Alnwick Town Council
Charlotte Colver (CC), Planning Officer, NCC (Alnwick Planning Link Officer)

1.0 Apologies

- Philip Angier, Alnwick Chamber of Trade
- Bruce Hewison
- Mark Johnson
- Cllr. Gordon Castle, NCC
- David English, NCC
- Kevin Bartlett, NCC

2.0 Minutes of Last Meeting

- 2.1 Subject to a changes to paragraph 4.3 the Steering Group agreed that minutes from the last meeting held on 14 August, 2012 were a true record.

3.0 Matters arising not on the agenda

- 3.1 It was noted that the sample plans promised by Kate Thompson (DCLG) had arrived and been circulated.
- 3.2 The agenda for the meeting carried an important notice: "If Members cannot attend the meeting please make arrangements for a representative from your organisation to attend in your place. This is important so that the Steering Group is always quorate and can carry out the business effectively."

4.0 Issues and options consultation

- 4.1 The Issues and Options consultation period finished on February 18, 2013 with delivery of questionnaires (including online questionnaire link if required) and displays covering:
- questionnaire to every household, except Barrasdale/Denwick, with mid-Jan Alnwick Cryer
 - questionnaire to Denwick Detached households by post
 - questionnaire to Denwick Village – by hand delivery (Cllr Taylor)
 - questionnaire to Robert Adam Court, McCarthy & Stone homes – 56No by hand delivery
 - three Market Place events were held:

- ❖ December 22, Market Place joint event / shared refreshments with ATC – successful event with good discussion
 - ❖ January 25, Farmers' Market in Town Hall – less successful due to poor attendance / extreme weather
 - ❖ February 16, in Market Place – good discussion / more people but no refreshments possible because of power supply failure
- several lunch break visits to the Duchess's High School (Sue) increased young people's comments by approximately 40-50
 - visit to Pottergate Adult Learning Centre (Sue) – mixed reception / a few comments on wording and language level
 - Community Centre is still to go out to North Barrasdale area but expect to complete delivery by end of current week
 - Denwick Parish Council meeting, Monday, February 11, (Peter, Alan and Bill) – less well attended than last time but useful engagement with time to go through the process and the proposals
 - display board presentation at the Library throughout consultation period
 - booklets available at Morrisons', the Playhouse and Greenwell Lane/ Allerburn House Council Offices throughout consultation period
- 4.2 Approximately 520 completed questionnaires have been returned so far and Bill is expecting a steady flow over the rest of the week, perhaps six a day. Generally people seem to be happy with the proposed objectives but
- 4.3 There are still some boxes of completed questionnaires to collect and delayed questionnaires will still be accepted from:
- the Pottergate Adult Learning Centre
 - the delayed North Barrasdale delivery area and
 - the Denwick and Denwick Detached Parish areas.

Actions:

- **Sue to prepare an engagement report, which is needed to form important part of evidence for the Plan**
- **Charlotte to ask Richard Powell, NCC Locality Officer, liaising with former NCC employee Emma Prytherch on entering data into 'Snap', about data entry progress**

5.0 Next steps – beginning preparation of draft neighbourhood plan

- 5.2 Peter lead discussion on the formats of Kate Thompson's sample plans. It was noted that:
- the Eden Plan, which has gone furthest in the process, focuses on housing rather than the wider issues the ADNP is seeking
 - the Winsford Plan is a better comparison, being more cross-cutting
 - the Exeter plan is about to go through Examination and
 - the Cringleford Plan was considered to be too simplistic with poor graphics.

- 5.3 Peter provided a timescale for 'Next Steps', as below and, with the possible exception of education and tourism topics, it was felt to be realistic as long as the questionnaires can be processed promptly:
- Output from issues / options consultation analysed, written up and uploaded on website **March 2013**
 - Topic leads use feedback in preparing draft plan
 - Draft plan ready for late **Summer 2013**
 - Main stage of community engagement **Autumn 2013**
 - Plan revised to reflect community views and submitted to Northumberland County Council **Winter 2013/14**
 - Independent examination that the plan is sound and conforms with National and Local planning policy **Late Spring 2014**
 - Revisions as necessary to the draft plan following the examiner's report **Summer 2014**
 - Public referendum on whether the plan should be adopted **Autumn 2014**
 - Adoption by NCC hopefully **late 2014**

Actions:

- **All topic leads to review sample plan formats prior to policy writing workshop to be held on Tuesday, March 5, 2013**
- **Charlotte to look into providing large scale maps for steering group policy discussion**

6.0 Budget update

- 6.1 Expenditure to date has been £11,050 from the budget of £12,750.
- 6.2 Data entry costs and January – March Coordinator's bill are still to be paid.
- 6.3 The 2013-14 budget allocation by Alnwick Town Council will be £12,000.

7.0 AOB

There being no other business to discuss the meeting finished at 8pm.

8.0 Date of next meeting

Next Steering Group meeting, following the previously agreed format of the third Tuesday of the month, will be held on Tuesday, 19 March, 2013 at 6:30pm in the Council Chamber.