

Alnwick & Denwick Neighbourhood Plan Steering Group

Minutes of Meeting
Tuesday 15 July 2014

Steering Group members present:

Cllr Sue Patience (SP) – Alnwick Town Council
Cllr Rachel Roberts (RR) – Alnwick Town Council
Philip Angier (PA) – Alnwick Chamber of Trade
Colin Barnes (CB) – Northumberland Estates
Martin Murphy (MM) – Transport Representative
David Lovie (DL) – Alnwick Civic Society

In attendance:

Peter Biggers (PB) – Neighbourhood Plan Coordinator
David English (DE) – Principal Planning Officer NCC

Meeting started at 6:30pm, Council Chamber, Clayport Street, Alnwick

Action

In the absence of the Chair, Peter Biggers chaired the meeting

1. Apologies

Apologies for absence were received from Cllr Bill Grisdale; David Farrar; Bill Batey; and Charlotte Colver

2. Minutes of Meeting 17 June 2014

The minutes were accepted as a true record

3. Matters Arising from Meeting 17 June 2014

3.1 Strategic Environmental Assessment Screening Opinion requested. NCC to provide

3.2 Request for early sight of Core Strategy policies from NCC as they emerge. DE to raise with Karen Iedger/ Jo-Anne Garrick

DE

4. Drafting the Neighbourhood Plan

4.1 PB confirmed all main chapters complete. Bill G is revising the Plan layout. PB confirmed alterations to Transport Chapter included in Plan.

4.2 SEA Screening Opinion expected by end of July 2014. NCC will prepare a Scoping Report for the SEA process as soon as possible following conclusion of Screening Opinion. PB has discussed process with URS Consultants (Ian McCluskey) who offers advice that preparation of SEA Environmental Report can take place alongside consultation on the Pre-Submission Draft Plan. The Environmental Report should be finalised for submission stage.

4.3 Draft layout circulated for comment. Discussion on scale of Proposals Map and consideration of including separate plan in wallet inside the Plan. Consideration to be given on how to bind the Plan for ease of use.

4.4 **Agreed:** Proposals Map to be amended to include the recent Lisburn Street appeal site as a housing proposal notwithstanding appeal decision allowing a care home.

4.5 PB has sent all sections of the Community Action Plan to Bill G with the exception of MM Transport actions. Final version to be completed and passed to Bill G by Friday 18 July 2014.

MM/ PB

5 Community Engagement

5.1 Publicity leaflet for door-to-door delivery circulated for comment. Final comments required by Friday 18 July 2014. Comments to be passed to Bill G.

All

5.2 **Agreed** consultation period to run for six weeks ending on Monday 29 September

5.3 Feedback form for comments during consultation period discussed. Agreed not a questionnaire. Revisions proposed and to be included in final version of Feedback form. All comments to be made to PB by Friday 18 July 2014.

All

5.4 Consultation DVD viewed. Text on DVD to be co-ordinated with the consultation leaflet.

SP/ BG

5.5 SP confirmed events planned during consultation period: Music Festival stall to be booked if available; Market stall on a Thursday or Saturday; Food festival – stalls booked for 3 Saturday events; Consultation event to be held at St James Centre as a drop-in session followed by planned workshop events; press releases to be provided before and during consultation period; straw polls proposed on website. DE agreed to share some publicity material used to support the Allendale community engagement events ('you said – we did' display boards)

DE

6 Any other business

6.1 DE confirmed that Peter Rutherford had recently been appointed to support neighbourhood planning. Peter will be the link officer with the Alnwick and Denwick Neighbourhood Plan Steering Group. Charlotte will remain as a support officer, but is currently involved in preparing the Core Strategy so will not be available to support the group for the coming months.

6.2 DE asked that the Town Council consider providing further administrative support to the Steering Group by providing secretariat support, particularly for taking minutes of meetings

BB

7 Date of next meeting: Tuesday 19 August 6pm. Venue: Mechanics Institute, Percy Street