

Alnwick and Denwick Neighbourhood Plan Steering Group
Clayport Street, Alnwick, 17 June 2014, 6:30-8:45pm

Present:

Martin Murphy, Transport topic
David Lovie, Heritage and culture topic
Rachel Roberts, Environment topic

In Attendance:

Peter Biggers, Project Coordinator
Bill Batey, Alnwick Town Council
Charlotte Colver, NCC

The Steering Group were unanimous in expressing their sincere regret at the passing of friend and colleague Cllr. John Taylor. In particular they wished to express their appreciation for his dedication and commitment in helping to take forward the Alnwick and Denwick Neighbourhood Plan and remarked that he would be very much missed.

1.0 Apologies received from:

Bill Grisdale, Sue Patience, Philip Angier, Colin Barnes, David Farrar and David English

2.0 Minutes of the last meeting

The minutes of the meeting held on 20 May 2014 were approved.

3.0 Matters Arising (not on the agenda)

3.1 Strategic Environmental Assessment (SEA): Charlotte noted that action on providing a screening report for an SEA would take NCC colleagues approximately 2-3 weeks depending on the complexity of the submitted draft document.

Actions:

- ❖ **SEA is to be added as an Agenda item for subsequent meetings**
- ❖ **Peter to submit draft document to NCC for a screening opinion by the end of June**
- ❖ **Charlotte to seek check on status of employment land planning approvals**

4.0 Updated Timetable

4.1 Peter tabled an updated timetable for the Plan – attached to these minutes in Appendix A. Peter and David E had met and their discussion included ADNP relationship to the emerging NCC Core Strategy. It was agreed that it would not be a viable option to set the ADNP on former Alnwick District Core Strategy policies, which are becoming outdated but there may be some further delays in the current Core Strategy timetable. SEA may also delay the Plan. Peter confirmed that he would not wish to deposit the neighbourhood plan until the NCC Submission Draft Core Strategy was available.

4.2 There was some discussion about the duration of the ADNP consultation, which needs to be a minimum of 6 weeks but is extended on the updated timetable to

include events such as the International Music and Food Festivals in July and September.

Actions:

- ❖ **Charlotte to seek confirmation on the availability of the draft NCC Core Strategy prior to publication for consultation perhaps when it is submitted to Scrutiny Committee.**

5.0 Community Engagement

5.1 Sue, Bill G and Peter had met with Barbara Henderson and Harry Henderson and discussed two main activities:

- A5 folded leaflets – a draft had been circulated to the Group - other than brief discussion on the text detail the leaflet met with general approval. Bill G has estimated costs for the proposed layout and response form based on circulation with the Alnwick Crier plus extras
- DVD – Harry in process of recording interviews with Topic Leads and will include time lapse photography, school and street interviews in a 4½ to 5 minute video. Peter had discussed with Jo Potts the potential for running the video before Playhouse screenings but it would conflict with Playhouse contract with Pearl & Dean.

5.2 Other planned events include:

- Sue to have discussions in the High School before end of term along with Harry and Barbara;
- July and August Farmers Markets on last Friday of month
- A planned youth event at the end of September
- Alnwick International Music Festival in August and
- Alnwick Food festival at end of September

5.0 Drafting the Plan

5.1 **Progress Review:** Peter tabled a Plan progress report which is appended at the end of these minutes.

5.2 **Proposals Map:** GIS support for preparing the Proposals Map had been supplied by NCC (Jon Sharp). It was agreed that the printed proposals map will not cover the whole Plan Area. There was discussion on the realistic extent of the proposed Denwick Conservation Area – exact extent was not resolved.

Action:

- ❖ **Peter to liaise with Jon Sharp on amending GIS layers including suggestion that Policy numbers be rendered in Bold Font with 'Halos' to make them easier to read.**

5.3 **Community Action Plan:** It was noted that the Town Council had set up a working group to look at the draft CAP with regard to commitment implications for the Council

Actions:

- ❖ **All Topic Leads to ensure Peter can forward the most up to date versions of the relevant Community Action Plan sections – if needing to comment on current draft, e.g. Martin on Peter/Bill B changes to Transport section, to respond by Tuesday, 24 June.**

6.0 Budget Update

6.1 From the current balance of £17,450 the proposed expenditure for the year approximates to:

- Design/print 100 leaflets, display boards and web site approx. £4650
- Coordinator's work approx. £8,000
- Consultation postage and data entry approx. £550

Approx. £16,700

6.2 It was noted that cost estimates are still required for Crier distribution cost and DVD printing.

6.3 Bill B continues to report to CLG on expenditure against their grant funding and noted that while this is behind the proposed timetable CLG is content that the work is progressing as intended.

7.0 Any Other Urgent Business – Bill B is to contact the Denwick Parish Council Clerk with a view to replacing the late Cllr John Taylor's Steering Group seat.

Next Meeting:

Tuesday, 15 July 2014, 6:30pm at Clayport Street.

(Note: Minutes continue with Appendix below)

APPENDIX A

Alnwick and Denwick Neighbourhood Plan Steering Group

17 June 2014

ADNP Draft Plan Progress

The following table gives progress to date on main chapters of the Plan. All Chapters are in final stages

Section / Chapter	Stage	Comments
Foreword	Drafted	Bill G reviewing
Introduction and Context	Revised draft complete	Ready for Bill G to carry out page design
Vision and Aims	Revised Draft Complete	Ready for Bill G to carry out page design
Sustainable Development Strategy	Revised draft in preparation	Discussed with David Cross 22/05/14 and final changes in progress
Housing	Revised draft in preparation	Discussed with David Cross 22/05/14 and final changes in progress
Economy and Employment	Revised Draft Complete	Ready for Bill G to carry out page design
Retail and Town Centre	Revised draft complete	Ready for Bill G to carry out page design
Community Facilities	Revised draft in preparation	Final changes in progress
Transport	Revised draft in preparation	Final changes in progress
Environment	Revised draft in preparation	Final changes in progress
Heritage and Culture	Revised draft in preparation	Final changes in progress
Implementation and Review	Revised draft in preparation	Discussed with David Cross 22/05/14 and final changes in progress
Community Action Plan	Revised draft completed	CAP to be considered by ATC Working Group as to feasibility

Peter Biggers June 2014

