

# **Alnwick and Denwick Neighbourhood Plan Steering Group**

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

## **Present**

Alan Symmonds, Mayor Alnwick Town Council (Chair)  
Susan Patience, Gallery Youth  
David Lovie, Alnwick Civic Society  
Martin Murphy, Transport Topic Lead  
Cllr John Taylor, Denwick Parish Council

## **In Attendance**

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

## **1.0 Apologies**

- Philip Angier, Alnwick Chamber of Trade
- Clive Mattison
- Rachael Roberts (RR), Alnwick Friends of the Earth/Transition Alnwick
- Cllr. Gordon Castle, NCC
- David English, NCC
- Kevin Bartlett, NCC

## **2.0 Minutes of Last Meeting**

- 2.1 The Steering Group agreed that minutes from the last meeting held on February 19, 2013 were a true record – proposed by Martin and seconded by David

## **3.0 Matters arising not on the agenda**

- 3.1 There were no matters arising.

## **4.0 Issues and options consultation**

- 4.1 Charlotte had not been able to obtain further information on progress of entering questionnaire data into 'Snap'. Bill handed over another 35 completed questionnaires to pass to Richard Powell (NCC) for Emma Prytherch

## **Action**

- ❖ **Charlotte to pass additional completed questionnaires to Richard Powell for Emma and follow up with him on data entering progress**

## **5.0 Supporting Communities in Neighbourhood Planning 2013-15**

- 5.2 Peter tabled a paper on this new Government initiative, which would enable direct support, such as workshop facilitation, and grant aid over the next three year period. Following review and a procurement exercise the Government has appointed Locality, together with Urban Vision and Planning Aid to support the scheme. Peter clarified that:

- 'direct support' provides the same type of support that the Group has already obtained such as workshop facilitation and policy writing guidance

- 'grant support' can be for a wide range of items up to £7000 (over 3 year period) through one or more applications
- even though already obtaining Locality support, the Steering Group needs to reapply for any direct or grant support that is needed, perhaps centred on the next round of engagement
- support can be applied for from May 1, 2013 - it was agreed that the next Steering Group meeting should consider what support is needed as the Government's budget is limited and may be distributed on a first come first served basis.

### **Actions**

- ❖ **Bill/Peter to put Community Support discussion on agenda for April**
- ❖ **Peter to circulate his Community Support paper to whole Steering Group**
- ❖ **Peter to establish whether an early application could be made for Locality support for a Partnership-wide Spatial Strategy Workshop in May 2013**

## **6.0 Preparation of draft neighbourhood plan**

- 5.3 Based on the work carried out by the Group to date and further discussion with Mick Downs from Locality, Peter provided a paper outlining timetable and methodology for preparing the draft plan as well as an example of how a typical page of the plan could look.
- 5.4 There was some discussion about avoiding duplication of NCC or former Alnwick District policies.
- 5.5 It was agreed that some topic chapters could be honed and refined in time for discussion at the June Steering Group meeting and that it would be helpful if one of the first was Peter's chapter on housing. Charlotte commented that NCC, in carrying out its current population modelling work, would be prioritising work on main towns, Green Belt settlements and neighbourhood plan areas, which would be helpful for the Alnwick and Denwick plan.

*(Alan and David had to leave the meeting early here and Bill took the Chair)*

- 5.6 Based on previous discussion about the Steering Group wishing to work together on some mapping of policy ideas, Peter provided a draft programme for a proposed Strategic Workshop, to focus on spatial strategy for the plan area.
- 5.7 It was agreed that due to Town and County Council election purdah restrictions it would not be advisable to hold a public meeting until after the election on Thursday, May 2, 2013. As the Steering Group wished to have an internal discussion on spatial aspects of the plan it was agreed that the Steering Group meeting in April would include a dry run for a wider workshop in May.
- 5.8 The proposed date for a Spatial Strategy Workshop for the Alnwick Community Partnership and other invitees is Tuesday, May 21, 2013. It was suggested that it would be helpful if NCC Officers could be available to facilitate and in particular an NCC Officer that could advice on Community Infrastructure Levy (CIL) issues.
- 5.9 Charlotte provided various large scale maps of the plan area to establish what individual topic leads and the Steering Group as a whole would find most useful to support spatial strategy discussion.

## Actions

- ❖ Sue to ask Bill Grisdale for his views and ideas on how to adapt the suggested layout to achieve a high quality style for the plan
- ❖ Sue and Peter to arrange an Engagement Subgroup meeting to resolve details of the wider Spatial Strategy Workshop event in May
- ❖ Bill/Peter to put spatial strategy discussion on agenda for April
- ❖ Peter to circulate his plan preparation paper to whole Steering Group
- ❖ Charlotte to ask Jo-Anne Garrick and David English about potential NCC facilitation capacity
- ❖ Charlotte to provide maps for Steering Group discussion and spatial strategy workshop (check up to date TPOs; whether NCC logo needed on public meeting maps; and add labels to PPG17 open space)

## 7.0 Designation of Plan Area Progress

- 7.1 Charlotte confirmed that NCC had not received any objections to the proposed plan area and that Michael O'Brien (NCC) had prepared a report for sign-off by the relevant NCC Corporate Director and Executive Member.

## 8.0 Budget update

- 8.1 Bill provided a budget provision statement:

- Expenditure to date has been £11,173.55 from the budget of £12,750.
- Data entry costs; postal charges; and Jan–Mar Coordinator's bill are still to be paid giving a likely outturn of approximately £13,100, which will represent a slight overspend

## 9.0 AOB

Bill advised that a letter from Rennington Parish Council had been received expressing concern that they had not been directly consulted on the plan. While it was confirmed that there is no legal requirement to consult with neighbouring Parishes at this stage it was agreed to address this straight away.

## Action

- ❖ Bill to circulate copies of the recent questionnaire to all Parish Councils that share a boundary with Alnwick and Denwick

## 10.0 Dates of next meetings – please put these in your diaries

Next meetings will be held as agreed on the third Tuesday of each month at the Council Chamber, Alnwick on:

- Tuesday, **April 16**, 2013 at 6:30pm
- TBC (Engagement Subgroup workshop planning meeting)
- Tuesday, **May 21**, 2013 at 6:30pm (Partnership Spatial Strategy Workshop)
- Tuesday, **June 18**, 2013 at 6:30pm