

**Alnwick and Denwick Neighbourhood Plan Steering Group
Clayport Street, Alnwick, 20 May 2014, 6:30-9pm**

Present:

Bill Grisdale, Chair

Martin Murphy, Transport topic

David Lovie, Heritage and culture topic

Sue Patience, Community Facilities topic and Engagement

Gordon Castle, NCC

In Attendance:

Peter Biggers, Project Coordinator

Bill Batey, Alnwick Town Council

Charlotte Colver, NCC

1.0 Apologies received from:

John Taylor; Philip Angier; Rachael Roberts; David Farrar; and David English. Concern was expressed about Cllr Taylor's illness and Sue noted that a card had been sent to him on behalf of the Steering Group.

2.0 Minutes of the last meeting:

The minutes of the meeting held on 18 April 2014 were proposed by Martin and seconded by David L with no change.

3.0 Matters Arising:

3.1 Item 8 - Strategic Environmental Assessment (SEA): it was agreed that the first stage would be to submit the Plan to NCC for 'SEA screening' for a view as to whether SEA is required. Peter wishes to get whole Plan assembled with a Proposals Map prior to submitting for screening and considers that no individual proposal would trigger SEA but cumulative effect could. In his view it is unclear whether the need for SEA would prevent the Plan being consulted on - ideally SEA should be completed before the submission draft Plan is published but it could be carried out afterwards.

Peter informed the Group that he has had discussions with the Northumberland Estates who would be prepared to provide information with regard to their Environmental Impact Assessments for major housing developments around Alnwick to allow aggregation of data for informing an SEA screening opinion for the Plan. However he noted that there are some issues in relation to lack of environmental data on the potential East of Allerburn housing site.

It was noted that should the Screening Opinion require and SEA the SEA Scoping consultation with appropriate stakeholders including Natural England, the Environment Agency and English Heritage could result in delay to the Plan of at least three months.

Actions:

- ❖ **Further to suggestion by Martin, SEA is to be added to the Agenda for subsequent meetings**
- ❖ **Charlotte to enquire of NCC colleagues approximately how long it would take for NCC to provide an SEA screening opinion**

4.0 Community Engagement

- 4.1 Sue and Peter had met Barbara Henderson and Harry Henderson on 9 May and discussed ideas to bring back to the next Engagement Sub-Group meeting. Barbara had looked at the draft Plan and will prepare an easy access version in booklet or pamphlet (either 4 or 8 page A5 sized format). A draft pamphlet will be ready for Steering Group consideration by early June with a final draft due at the end of June.
- 4.2 The draft pamphlet will provide the basis for Harry' proposed DVD script, which will be a maximum of 5 minutes duration. The DVD, for use in the Market Place and Willowburn Leisure Centre etc. will include some time lapse footage, interviews with group of young people from the High School and topic leads in front of camera. The interviews will be based on simple questions such as "what have identified as the key issues? The likely topic lead line up will be: Colin (Economy); Philip (Retail and Tourism); David/Rachel (Environment); Martin (Transport); Sue (Community Facilities). The DVD may be screened at various locations including before events at the Alnwick Playhouse or in shops in the town and linked to radio and TV opportunities.
- 4.3 The Agenda was taken out of order and Item 6: Budget Update was discussed at this point however the actions below arise in Item 4: Community Engagement.

Actions:

- ❖ **Sue to work with Harry to arrange for interviews with topic leads and group of young people from the High School (probably Year 12 after exam break)**
- ❖ **Bill G to obtain cost estimates for DVD printing and copying**
- ❖ **Peter to draft sample questions for a consultation questionnaire**

5.0 Drafting the Plan

- 5.1 **Progress Review:** Peter tabled a Plan progress report which is included at the end of these minutes. Tourism is to be included in the Economy and Employment topic.

Action:

- ❖ **Bill B to check on progress with Education topic**

- 5.2 **Proposals Map:** the Plan's policies will be accompanied by an explanatory 'Proposal Map' and there was detailed discussion about the hand-drawn draft tabled by Peter. This included debate on the issue of satisfactorily representing green infrastructure within the proposals. It was noted that the map will represent Plan Policies and not Community Action Proposals. GIS support for preparing the Proposals Map will be supplied by NCC (Jon Sharp). It was suggested that The Dunterns area should be included as a proposed Designated Local Green Space.

Action:

- ❖ **Charlotte to check status of employment land planning approvals and provide designated village green information for the Map**

5.3 **Community Action Plan:** the meeting having already extended to 9pm it was decided that the Topic Leads would individually work through the tabled Community Action Plan and complete relevant omissions.

Action:

❖ **All Topic Leads to review and complete Community Action Plan**

6.0 Budget Update (discussed at earlier point in the evening)

6.1 It was noted that the Town Council has authorised £2,000 from 2013-14 to be carried over and added to this year's fund so that the total allocation by the Town Council for 2014-15 is £14,000. With the addition of £6,390 CLG grant support for publishing and subtraction of projected Program Coordinator fees of £1,740 results in budget of £18,650 for this year.

6.2 There was detailed discussion of the costs associated with work remaining to be carried out and it was noted that, notwithstanding the normal requirements for transparency in spending public moneys, the CLG will require evidence of having sought three competitive quotes for spends over £5,000.

6.3 Sue has prepared first draft for letter to Barbara Henderson accepting her terms for preparing an easy access version of the Plan. There was detailed discussion about potential payments to external consultants Barbara and Harry Henderson as well as remaining printing and other costs. These costs would include: a questionnaire, postage and evaluation of responses; a large print run for the consultation document; and a second, smaller run for final amended version or 'submission draft'.

6.4 The Steering Group agreed that decisions in relation to work by Harry and Barbara would be delegated to Bill B, Bill G and Sue.

Actions:

❖ **Sue to add maximum payment clause into letters of acceptance for consultants**

❖ **Bill B to provide Charlotte as note taker with any additional budget details for the minutes**

❖ **Bill G to obtain estimates for printing fold out consultation leaflets**

7.0 Any Other Urgent Business - there was no other urgent business

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 20 May 2014 - ADNP Draft Plan Progress

The following table gives progress to date on main chapters of the Plan. All Chapters have now been through Steering Group Clearing

Section / Chapter	Stage	Comments
Foreword	Drafted	Bill G reviewing
Introduction and Context	Revised draft complete	Ready to incorporate into Whole Plan
Vision and Aims	Revised Draft Complete	Ready to incorporate into Whole Plan
Sustainable Development Strategy	Revised draft in preparation	To be discussed with David Cross 22/05/14 prior to Peter completing
Housing	Revised draft in preparation	To be discussed with David Cross 22/05/14 prior to Peter completing
Economy and Employment	Revised draft in preparation	CB working to complete chapter and CAP
Retail and Town Centre	Revised draft complete	Philip to complete CAP
Community Facilities	Revised draft in preparation	Topic leads to complete CAP
Transport	Revised draft in preparation	Martin awaiting final comments from Peter
Environment	Revised draft in preparation	David F/Rachael awaiting final comments from Peter
Heritage and Culture	Revised draft in preparation	David L working on chapter revisions and CAP
Implementation and Review	Revised draft in preparation	To be discussed with David Cross 22/05/14 prior to Peter completing
Community Action	Draft CAP	Topic leads, need to complete populating the

Plan	prepared For Steering Group 20/05/14	CAP with their community action proposals
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Peter Biggers May 2014