

Alnwick and Denwick Neighbourhood Development Plan Steering Group

Minutes of Meeting Tuesday 17 July 2012

Present at Meeting

Steering Group members:

Cllr Alan Symmonds (AS), Chair of Steering Group, Mayor of Alnwick
Sue Patience (SP), Gallery Youth
David Lovie (DL), Alnwick Civic Society
Mike Powell (for Rachael Roberts) - Alnwick Friends of the Earth
Philip Angier – Local Living
Martin Murphy (MM), Transport Topic Lead

In attendance:

Peter Biggers (PB), Project Coordinator
Bill Batey (BB), Clerk to Alnwick Town Council
Chris Anderson (CA) – Plangle
Dave Chetwyn – Urban Vision / Locality
Charlotte Colver (CC) – Planning Officer NCC
Kevin Bartlett (KB) - Localities Officer NCC

	ACTION
1. Apologies	
1.1 Apologies for absence were received from: Steven Temple – North Country Leisure Clive Mattison – Freemen of ALnwick Cllr John Taylor David English – Principal Planning Officer NCC	
2. Minutes of last meeting and matters arising	
2.1 The meeting started at 7:00 pm in the Council Chamber, Clayport Street, Alnwick. Minutes of meeting 19 June 2012 were agreed as a true record.	
2.2 Further to the item in the previous minutes Dave Chetwyn from Urban Vision, representing 'Locality' was introduced to the meeting.	
2.3 It was noted that no letter had yet been received from Denwick Parish Council to officially confirm their resolution to join Alnwick Town Council in preparing a Neighbourhood Plan. Peter Biggers and /or Cllr Taylor to contact the parish Council.	PB/JT
2.4 Prompted by Martin Murphy, discussion focused on the purpose of the stakeholder workshop and it was agreed that Chris Anderson should alter the presentation to remove emphasis on cross-	CA

cutting issues to the detriment of other key issues.

- 2.5 It was agreed to roll forward the deadline for completed draft Topic papers to 22 July (two days before workshop).
- 2.6 Peter Biggers stated that large scale maps of the plan area would be needed on each workshop table and **he would ask NCC and/or Northumberland Estates for assistance.**

PB

3. Community engagement / stakeholder workshop dry-run

- 3.1 The business of the evening was set aside to allow a dry-run for the stakeholder workshop to be held on Tuesday, 24 July, 2012. It was confirmed that 120 invitations to the workshop had been sent out and the Steering Group was invited to add more names if they had any last minute requests. NCC staff would be available at the event to take notes at several tables but more assistance would be required.
- 3.2 Chris Anderson from Plangle explained that, while it was unusual to have a dry-run it would enable the Steering Group, who would be facilitating, to understand and approve the facilitators' notes and proposed programme. He then ran through the programme answering questions as he progressed.

4. Any other urgent business

- 4.1 Dave Chetwyn offered Locality support identified as provision of a training session on writing plans. Unfortunately, because the programme's budget ends at the end of July 2012, he could only offer two potential dates: Wednesday 25, July or Monday 30, July. It was agreed that because the first date would be the day after the workshop the Steering Group would prefer to take up the 2nd training date. **Dave will arrange this with Peter Biggers and Bill Batey for 6:30 to 8:30pm in the Council Chambers or side room.**

DC/PB/BB

The meeting closed at 8.30pm

Date of next meeting: Tuesday 14 August 2012 starting at 6.30pm in Council Chamber, Clayport Street, Alnwick

Notes prepared by CC on 26 July 2012.