

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

Minutes of meeting held on Tuesday, 14 August, 2012  
Council Chamber, 1 Clayport Street, Alnwick at 6.30pm

## **Present**

Cllr. Alan Symmonds (AS), Mayor and Chairman  
Susan Patience (SP), Gallery Youth  
Rachael Roberts (RR), Alnwick Friends of the Earth/Transition Alnwick  
David Lovie (DL), Alnwick Civic Society  
Martin Murphy (MM), Transport Topic Lead  
Philip Angier (PA), Alnwick Chamber of Trade  
Colin Barnes (CB), Northumberland Estates

## **In Attendance**

Peter Biggers (PB), Project Coordinator  
Bill Batey (BB), Alnwick Town Council  
Charlotte Colver (CC), Planning Officer, NCC (Alnwick Planning Link Officer)

## **Apologies for absence**

Clive Mattison, Freemen of Alnwick  
Stephen Temple, North Country Leisure  
David English, NCC  
Kevin Bartlett, NCC  
Rachel Cooper, NCC

## **1.0 Minutes of Last Meeting**

The Steering Group agreed that the minutes from the last meeting held on 17 July, 2012 were a true record.

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

- 2.1 It was noted that Student Planner Rachel Cooper would be leaving NCC in the next few weeks. The Steering Group unanimously wished to pass on to her their best possible, good wishes for the future and the Chair asked that the Minutes record their deep appreciation of her delightful personality and enthusiastic contribution to the work of the Neighbourhood Plan Steering Group over the last year.

## **3.0 Community engagement - 24 July, 2012 discussion forum feedback**

- 3.1 PB noted that event organiser, Chris Anderson, Plangle, had emailed to say that he is currently sifting through the final session to pull out emerging aims for the Plan.
- 3.2 The Steering Group members, who had facilitated the event generally found the event to have been extremely useful. DL found it particularly helpful in relation to the 'culture' issues of his topic. CB considered that, while there had been a small element of 'going over old ground', the event had engaged a much wider audience. There was some concern expressed that the question and answer session did not give all topics sufficient airing and that cross-cutting issues are still to be defined. However generally it was agreed that there had been an excellent atmosphere and more people are starting to 'own' the process, which should result in a better response to the eventual referendum.

## **4.0 Assistance from Locality<sup>1</sup>**

- 4.1 PB noted that assistance from Locality, which had included some payment for Chris Anderson's services, had ended on 31 July, 2012. However the Government has put more money into another Locality project phase and they can assist the Group further if required. It was generally agreed that Dave Chetwyn's input, particularly his plan writing tutorial for Topic Leads, had been extremely helpful.
- 4.2 It was noted that there had been an offer of assistance from Planning Aid but the Steering Group agreed that they would rather continue with the successful combination of Locality and Plangle.
- 4.3 Discussion around possible future assistance included: potential for working with Chris Anderson and Dave Chetwyn; potential for assistance from Dave Chetwyn in identifying cross-cutting issues and 'knitting together' the topic papers.

### **Action:**

**PB to discuss with Dave Chetwyn the issues raised in 4.1 and 4.3**

## **5.0 Issues and options stage**

- 5.1 The Topic Leads provided an update on their papers. The following are nearing completion but are to be amended to reflect the forum outcomes:
- Heritage and culture
  - Transport
  - Economy
  - Retail
  - Environment
  - Community facilities.

The following papers are to be completed:

- Sport and recreation
  - Housing
  - Tourism
  - Education (to be started)
- 5.2 It was agreed that additional help would be sought to complete the Tourism and Education papers. Local business owner Caroline Stewart, formerly Deputy Chief Executive at Northumberland Tourism, might be able to assist with the tourism paper. To help with the Education paper, it was agreed to approach one or two School Governors who are also Town Councillors.
- 5.3 It was agreed that one or two page summaries, being produced alongside the main papers, will form the basis of the draft plan and the Steering Group would appreciate assistance from Locality to bring the summaries together.
- 5.4 It was agreed that the Topic Leads required some time to input material from the forum and to read each other's papers but that in principle drafts should be available on the website soon as part of the feedback to stakeholders.
- 5.5 Following discussion on whether publishing different versions of drafts would confuse the public or assist with engagement, it was agreed that while papers will be circulated in their current form amongst Steering Group members to

---

<sup>1</sup> Locality is a UK network for community-led organisations <http://locality.org.uk/>

assist in identifying cross-cutting issues, all papers, with the exception of Education and Tourism, should be ready for publication on the website in final draft form, by 10 September, 2012.

5.6 It was agreed that the Engagement Sub Group would meet on 11 September, 2012, 6:30pm at the Council Chamber to plan the next stage of consultation.

5.7 The group were informed that 3,500 questionnaires were to be circulated in the Alnwick Cryer. Certain areas of Alnwick are not delivered to so these areas would be targeted with engagement events or finding people who would be willing to deliver to these areas.

**Actions;**

- **SP to check feasibility of including a 'members only' section on the website with a view to privately circulating early draft versions**
- **Topic Leads to update papers (and summaries) and circulate them to Steering group colleagues ready for final draft deadline of 10 September**
- **PB/BB to contact Caroline Stewart and Councillor/School Governors to ask for assistance on Tourism and Education papers**

5.8 It was agreed that the next Steering Group meeting on 18 September, 2012 would be dedicated to work on cross-cutting aspects of the topic paper drafts.

**6.0 Budget update**

6.1 At month 5 of the financial year there has been £3,070 expenditure from the budget of £12,000.

**Action;**

**PB to ask Locality whether they would agree to pay for Plangle's services from the end of July 2012**

**7.0 AOB**

There being no other business to discuss the meeting finished at 8:05pm.

**8.0 Date of next meeting**

- Next Engagement Subgroup meeting: Tuesday 11 September, 2012 at 6:30pm in the Council Chamber or Chamber meeting room
- Next Steering Group meeting, following the previously agreed format of the third Tuesday of the month, will be held on Tuesday, 18 September, 2012 at 6:30pm in the Council Chamber