

Alnwick and Denwick Neighbourhood Plan Steering Group

Minutes of meeting held on
Tuesday 17th January 2012
Council Chamber, 1 Clayport Street, Alnwick
at 6.30pm

Present

Cllr. Alan Symmonds (Mayor), Chairman
Cllr. John Taylor, NCC and Denwick Parish Council
Cllr. Gordon Castle, NCC
Rachael Roberts, Alnwick Friends of the Earth /Transition Alnwick
Peter Ennor, Alnwick Civic Society
Susan Patience, Gallery Youth
Colin Barnes, Northumberland Estates
Graeme Knox, Alnwick Freemen
Marc Johnson, Community Action North

In Attendance

Peter Biggers, Project Coordinator
Bill Batey, Alnwick Town Council
David English, Planning Officer, NCC
Charlotte Colver, Planning Officer, NCC (Alnwick Planning Link Officer)
Rachel Cooper, Student Planner, NCC

Apologies for absence

Vee Robinson, North East Equality and Diversity Ltd.
Richard Green, Chair of Denwick Parish Council
Bruce Hewison, Alnwick Tourism Association
Peter Halliwell, North County Leisure

1.0 Minutes of Last Meeting

PB suggested some small changes to the minutes from the previous meeting. The Steering Group agreed that the minutes from the last meeting held on 20th December were a true record taking into account the suggested changes.

2.0 Matters arising not on the agenda

2.1 It was confirmed that Richard Smith from Living Streets would be attending the next Steering Group meeting.

Action: SP to verbally invite Freya Stone (and a friend) to next Steering Group meeting.

3.0 Neighbourhood Planning Regulations Consultation.

3.1 PB had submitted a response to the Neighbourhood Planning Regulations Consultation as discussed in the previous meeting. The response outlined the principle concerns, picking up on previous discussions.

3.2 There were concerns with regulations advocating the linking of the plan referendum with other elections. There were concerns this may result in the referendum being delayed.

3.3 Concerns were raised regarding timescales and it was suggested that a service level agreement between the Local Planning Authority and the plan-

making body could ensure the progresses swiftly.

3.4 The response also raised the issue of whether or not neighbourhood planning Frontrunners could easily switch to the new regulations having started work under the old regulations.

3.5 It was noted that a lot of comments from other bodies had picked up on the issue of resourcing the plan.

4.0 Community Engagement Plans for January/February

4.1 A report was circulated which outlined a range of events that the Engagement Sub-Group had discussed for January/February. Three main drop-in events had been planned at various times and venues to allow maximum opportunity for people to take part.

4.2 An event was planned at Alnwick Community Centre which would involve a walkabout to try and engage residents who might not come along to the drop in event and to identify issues in that specific area. It was agreed that it would be beneficial for ward councillors to be present.

4.3 It was noted that, taking into account their workload NCC councillors and staff may not be able to attend though they would be welcome to.

4.4 The Community Centre had also done a leaflet drop to the areas that the Alnwick Cryer does not deliver to.

Action: PB to draw up a route for the walkabout.

4.5 A date had not been set for a drop-in event at the Willowburn Sports Centre. PH had confirmed that any evening would be ok but noted that Tuesday-Thursday between 4-7pm were the busiest times.

Resolved: It was agreed that Tuesday 31st January 4-7pm would be the best time to hold the drop-in event at Willowburn Sports Centre.

4.6 The Engagement Sub Group still planned to go to the next Parish Council meeting in Denwick. It was suggested this could be publicised as an open meeting so anyone could come along.

4.7 DE had sent examples of presentation material for Allendale drop-in events which could be adapted for use in Alnwick. The Steering Group also identified the need for maps which should identify the plan area. CH offered to provide maps.

Action: PB to coordinate presentation material and maps from CH and NCC.

Action: RR to coordinate who will attend the engagement sessions.

4.8 A press release in the Northumberland Gazette outlined that there was to be further engagement. BB would coordinate another press release for the following week outlining the dates of the planned engagement.

Action: BB to prepare press release for Northumberland Gazette including the dates of the forthcoming engagement activities.

4.9 SP confirmed that all businesses in the area had received a copy of the Cryer containing a questionnaire. Questionnaires were also placed in shops around the town.

5.0 Website for ADNP

5.1 It was agreed that a website specifically for the plan would be beneficial. The page currently online is just used as a link to the questionnaire.

5.2 BG offered services. BG could provide a 4 page site for £400 and a maintenance/update charge.

5.3 The group would have to decide whether the website should be just for information or whether it should be interactive which would be more complex and more expensive.

5.4 It was decided that PB should have delegated authority in consultation with AS over the website.

Resolved: PB to have delegated authority over the website, in consultation with AS.

5.5 The issue of the tendering process was raised. BB suggested he incorporate the Town Council's terms of reference regarding tendering into the Steering Group's Terms of Reference.

Action: BB to incorporate Town Council's Terms of Reference regarding tendering into the Steering Groups Terms of Reference.

6.0 Budget Update.

6.1 Alnwick Town Council had set aside a budget of £5000 towards the plan in this financial year (2011/12). BB confirmed they had set aside £12000 for the plan for the next financial year (2012/13).

6.2 Taking into account the cost of setting up a website, the Steering Group would still be within the £5000 budget for the current financial year.

6.3 It was noted that there was not much left in the budget until April and money may be needed for things before then (i.e. Planning for Real event.) However there could be the possibility to take funds from April's new budget if it was near the time (i.e March).

7.0 Training Event for Steering Group

7.1 A report was circulated which outlined proposals for training support for the Steering Group after concerns were raised regarding the Issues and Options work at the previous meeting.

7.2 A training and briefing session around gathering evidence and topic research was suggested for late January/February.

7.3 PB discussing with Planning Aid a training event for members of the Steering Group who would like to be involved in a "Planning for Real" event.

7.4 It was acknowledged that Planning Aid would probably be more inclined to fund training to build capacity of the Steering Group members so they could then go and carry out training and events themselves.

7.5 It was mentioned that the Civic Society had held a meeting and DL had launched the organisation into action regarding evidence gathering with the

intention of everyone reporting back at their next meeting.

8.0 Any Other Business

8.1 So far about 400 questionnaires had been completed and returned.

8.2 A lot of completed questionnaires indicated quite a lot of people would like to be kept involved in the plan. It was suggested that it may be good to invite those people to a partnership meeting as the questionnaire came to a close.

9.0 Next Meeting

9.1 The next meeting will take place 21 February at 6:30pm in the Council Chamber, Clayport Street. Richard Smith from Living Streets will be attending as a guest speaker.

The meeting closed at 8:00 pm