

**Minutes of the Acomb Neighbourhood Plan Steering Group Meeting held in  
Acomb Village Hall on Tuesday 23<sup>rd</sup> February 2016 at 6.30pm**

- 1. Present:** Jane Wrigley (Acomb Parish Council, and Steering Group Chair)  
Charles Enderby (Chairman, Acomb Parish Council)  
Matilda Bevan (Local Resident)  
Lorna Farr (Acomb Parish Council/Action 4 Acomb)  
Rachel Gagliano (Action 4 Acomb)  
Sybil Gill (Acomb Parish Council)  
Norman Robson (Local Resident/ Minutes Secretary)

**Invited guests:** Bill Grigg (Clerk to Acomb Parish Council and Steering Group  
Secretary/Treasurer)  
Duncan Holness, Planning Officer, Strategic Planning and Housing,  
NCC

- 2. Apologies:** Naomi Liller (Acomb Parish Council), Beverly Warhurst (Local  
Resident)

**3. Minutes of the last meeting held on Thurs Jan 14<sup>th</sup> 2016:**

Were accepted as a true record, with the following amendments:

6. Key Issues – Next Steps – Duncan advised the Group that Berwick was  
conducting a “Consultation Period” which would lead to the development of a  
Vision and Objectives. The Vision and Objectives had not yet been established.

10. Forward Planning – Duncan advised the Group that Hexham was still in the  
process of tendering for the Housing Needs Survey, and it wasn’t yet in process.

Jane would amend the minutes as necessary, before they were posted to the  
website.

**Action:** Jane

**4. Matters arising from the Minutes not covered elsewhere in the agenda**

3. Neighbourhood Plan website –Several documents had been sent to Peter  
Rodger for inclusion on the website, but there had been a delay in posting them.  
Peter now had this in hand. It was agreed that Rachel should be able to put  
documents on the website, too, and Jane would discuss this access need with  
Peter.

**Action:** Jane, Rachel

6. Key Issues – Next Steps – Duncan was now also the NCC link for Hexham’s  
Neighbourhood Plan. He advised that the planned Housing Needs survey for  
Hexham would include Acomb and Sandhoe. The consultants, once appointed  
would use various data sources, including Estate Agents, local Businesses and

local views. Duncan agreed to determine if it would also be possible to use the recent A4A survey data.

**Action:** Duncan

6. Key Issues – Next Steps – It had been agreed that the draft Vision Statement would be subject to Public Consultation in March. However, it now seemed that late April/Early May would be more appropriate. In that way, any consultation event could be advertised in the April version of Acomb News, and it would enable time to agree the Vision Statement and plan the public event (It was felt that a drop-in event would be preferable to an open meeting, as more public views could be gathered that way). Every effort would be made to avoid confusion between the Neighbourhood Plan consultation and the on-going Community-led Plan (CLP)

8. Terms of Reference – these have now been signed off by the Parish Council and a copy has been sent to Duncan. They will also be lodged on the website.

**Action:** Jane, Rachel

## 5. Arrangements for Neighbourhood Plan publicity

There was a need to rationalise the management of the publicity of the Neighbourhood Plan, as there were currently 5 people involved in the process. It was agreed that Jane and Naomi would co-ordinate overall publicity including Neighbourhood Plan items in the Parish Council's Acomb News, with Rachel managing the website, Lorna co-ordinating Village Notes in the Hexham Courant and Matilda running with leaflets, brochures etc. All material would be referred to Jane or Naomi for approval before publication.

## 6. Vision statement

Jane thanked everyone for their contributions. After much discussion on the various inputs to the Vision Statement for Acomb 2031, a list of key points was agreed, as follows:

- \* Old, Well-established
- \* Settlement set on a hillside north of Hexham
- \* Village
- \* Asset to tourism
- \* Significant local amenities
- \* Sustainable
- \* Set in beautiful countryside
- \* Proud to call home
- \* Supporting small businesses
- \* Tourism
- \* Employment opportunities
- \* A place to feel safe
- \* Close to Hexham

Subsequent to the meeting, Rachel added:

- \* Respecting its heritage
- \* Aspirational
- \* Thriving

Rachel agreed to use these points in Google Mindmap, to produce a pre-draft statement, which Jane would amend to prepare a draft Vision Statement for the approval of the Group.

**Action:** Rachel, Jane

## **7. Steering Group Members' Register of Interests**

Jane had prepared a pro-forma for the declaration of Group Members' Pecuniary and Non-pecuniary Interests, in relation to the Neighbourhood Plan. These were duly completed and would be shown on the website in due course.

**Action:** Jane, Rachel

## **8. Date of next meeting**

The next meeting will be held in the Village Hall at 6.30 on 15<sup>th</sup> March 2016.

On behalf of the Group, Jane wished Duncan and his family Good Luck with the imminent birth of their second child.

The meeting closed at 7.50