

## **Minutes of the Acomb Neighbourhood Plan Steering Group Meeting held in Acomb Village Hall on Thursday 14<sup>th</sup> January 2016**

- 1. Present:** Jane Wrigley (Acomb Parish Council, and Steering Group Chair)  
Charles Enderby (Chair Acomb Parish Council)  
Matilda Bevan (Local Resident)  
Lorna Farr (Acomb Parish Council/Action 4 Acomb)  
Rachel Gagliano (Action 4 Acomb)  
Bill Grigg (Clerk to Acomb Parish Council and Steering Group Secretary/Treasurer)  
Naomi Liller (Acomb Parish Council)  
Norman Robson (Local Resident/ Minutes Secretary)

**Invited guests:** Duncan Holness, Planning Officer, Strategic Planning and Housing, NCC

Peter Rodger (website consultant)

- 2. Apologies:** Sybil Gill (Acomb Parish Council), Beverley Warhurst (Local Resident)

**3. Update on Neighbourhood Plan website:** [www.acombneighbourhoodplan.co.uk](http://www.acombneighbourhoodplan.co.uk)  
. Peter Rodger updated the group on the status of the website. There had been 147 “hits” since its inception. Content included basic details on a Home Page, blank Aims and Evidence Pages (to be added to when they are available) and a Links Page. The NCC Stats would be moved to the Evidence Page (Peter). The Documents Page would contain Agendas and Minutes of the meetings at this stage. The website now needs fleshing out. It was agreed that there was a need to add photographs (Peter would include a File Uploader and Matilda agreed to take some photos around the village), and also add links to various other websites (Including Citizen Science and the Garden House Bank Planning Application). Others were also invited to take local photographs and send them to Jane in the first instance. It was agreed that Rachel and Jane would continue to work with Peter to maintain the website.

**Action:** Peter Rodger, Matilda Bevan, all.

It was agreed that the draft Community-Led Plan would be an input to the Neighbourhood Plans Aims and Visions, to ensure consistency. All members of the group were asked to consider the Aims and Visions for Acomb in 2031, based on the Key Issues, to be discussed at the next meeting.

**Action:** All

It was proposed that a joint Community-Led Plan/ Aims and Vision for Acomb 2031 consultative Public Event should be held in March, to gain acceptance from the wider Community.

- 4. Minutes of last meeting (17<sup>th</sup> November 2015):** Approved

- 5. Matters arising:** None

**6. Key Issues – Next Steps:** Duncan informed the group that the Berwick group was holding community consultations in February, to inform their Vision and Objectives. It was agreed that we, as a Group, would attempt to put together our views as a Discussion Document and meet with the Community later, as establishing Vision in an open meeting would be extremely difficult. See Section 3, above.

**7. Parish Tour December 1<sup>st</sup> 2015:** A drive-around had taken place (Thanks to Charles) to show Duncan the extent of the area covered by the Neighbourhood Plan. This had been informative, but as the weather had been bad there had been little opportunity to meet with members of the community. Jane would add the tabled summary of the tour to the Website ([www.acombneighbourhoodplan.co.uk](http://www.acombneighbourhoodplan.co.uk)). It was agreed that in future, such documents could be approved by the steering group by email, rather than held back to the next meeting.

**Action:** Jane

**8. Terms of Reference:** The Draft Terms of Reference (prepared by Lorna) were discussed and largely agreed. However, it was also agreed that a) the NCC representative would be “In attendance” and non-voting b) the local councillor should not be co-opted, but should be briefed (Jane to action with Terry Robson), c) Youth and Business Representatives would be deleted and co-opted when necessary and d) Section 3.3 relating to the tenure of the Chair and Vice Chair would be deleted. Meetings would generally be held at 6.30 on the 3<sup>rd</sup> Tuesday of each month. The Draft Terms of Reference would be amended, circulated by Jane and forwarded to Acomb Parish Council for approval at its February meeting. Once approved, they would be posted to the website.

**Action:** Jane

**9. Election of Vice Chair:** Naomi Liller was proposed by Jane, seconded by Charles and elected unopposed.

**10. Forward Planning:** Duncan (NCC) advised that the next stage should be to use the previously identified Key Issues (plus any more which are thought to be necessary) to establish a “Vision for Acomb 2031”. Together, these would establish what evidence base was needed to support that vision and then we would be able to develop the Planning Policies which would form the Neighbourhood Plan. There would undoubtedly be budget implications in establishing the evidence, as professional surveys may be required (e.g. Housing Needs, Business Needs). The Group had previously agreed (See Section 3) the first step in this process, as establishing a vision.

Duncan also advised the group that Hexham were going out to tender for a Housing Need Survey and that this may include Acomb (this was of concern to the Group). Jane agreed to talk to the Chair of the Hexham Group to clarify the issue.

**Action:** Jane

**11. Any Other Business:** It was agreed that the offer of assistance from Glen Kemp Landscape Architects should be acknowledged but not utilised yet as it was too soon in the process. Lorna agreed to contact Philip Barker of Glen Kemp to explain the situation.

**Action:** Lorna

**12. Date of next meeting:** Tuesday February 23rd 2016 at **6.30**, in Acomb Village Hall.

The meeting closed at 8.15pm.