

Minutes of the Acomb Neighbourhood Plan Steering Group Meeting held in Acomb Village Hall on Tuesday 19th April 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)
Naomi Liller (Acomb Parish Council)
Sybil Gill (Acomb Parish Council)
Norman Robson (Local Resident/ Minutes Secretary)

Invited guests: Duncan Holness (Planning Officer, Strategic Planning and Housing, NCC)
Peter Rodger (Design Consultant)

2. Apologies: Beverley Warhurst (Local Resident)
Rachel Gagliano (Action 4 Acomb)
Bill Grigg (Clerk to Acomb Parish Council and Steering Group Secretary/Treasurer)

3. Minutes of the last meeting held on Tuesday 15th March 2016:

These were accepted as a true record.

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

In light of the format of the Public Engagement Event on 21st May 2016, it was agreed that any definition of Aims and Objectives for the Neighbourhood Plan would be deferred until after that event, to enable any new ideas to be incorporated.

All other actions have been completed.

5. Feedback from Meeting on April 13th to discuss Public Engagement Event

Matilda and Peter Rodger had done some significant design work on Posters to promote the Public Engagement Event on 21st May. Following much discussion, and with a few minor amendments (including adding the website address) these were approved. It was also agreed that the following would be printed (by Peter and NCC) for distribution later in April/early May.

A3 Posters	2	For Village Hall and Community Led Plan event on 14 th May 2016
A4 Posters	8	For Noticeboards around the Village and Churches
A5 Posters/Flyers	125	For Noticeboards in Pubs/Caravan Site (5) For Flyers in Pubs and Post Office (50) For School (50) For Businesses (20)

Lorna agreed to organise distribution, with Charles doing Businesses, Sybil distributing to Churches and Jane managing the School. A copy of the poster would also be published on the website.

Action: PR, DH, LF, CE, SG, JW

Further publicity would be achieved via Village Notes in the Hexham Courant. Lorna would arrange this based on wording and timings from Jane.

Action: JW, LF

6. Arrangements for Public Engagement Event on 21st May

Duncan advised that he understood that the FA Cup Final on the day did not kick-off until 5.15. It was agreed that the revised timing of the Public Engagement Event of 1.30 to 3.00 would not be impacted by the sporting occasion.

Various documents, which had been used by Berwick for a similar event, were discussed. These included Posters, Maps and Comment Forms. It was agreed that in principle, they would all be suitable for our event, with amendments of Photos, Maps and some wording. Jane agreed to produce new wording, so that Peter could "Cut and Paste" into the revised documents. These would be circulated to the Group for comment by Saturday, 30th April to allow time for production. Peter would arrange revised photographs and maps (using .pdf files from NCC). Duncan would be arranging printing of the A1 Display Posters from .pdf files provided by Peter. Peter also suggested capturing Email addresses on Comment Forms, for future use.

Action: JW, PR, All

Following much discussion on the format of the Event on the day, Naomi agreed to capture "Vision comments", and would consider how this would be done, in the interim. Jane would be the primary "Meeter and Greeter". Others would circulate and discuss issues with residents, capturing verbal comments as far as possible.

At the present time, only Lorna, Matilda, Naomi, Jane and possibly Sybil would be available on the day, but would also be supported by Peter (who would take photographs) and Duncan. The availability of Rachel, Beverley and Bill was unknown. Charles and Norman were unavailable. Jane would also be inviting Cllr Terry Robson.

Action: All

It was agreed that no refreshments would be supplied, as the event was only one and a half hours long and resources were limited.

On the day, Duncan would be providing A1 Display boards, a Ballot Box for Comments and a Click Counter to monitor attendance. Jane would arrange the supply of "Dot Stickers" and Post-it notes.

Action: DH, JW

It was agreed that the Group would meet at the Village hall at 12.30 on the day, to set up the event.

7. Website

Rachel is now in control of the website. Jane would discuss with her how this could be brightened up and refreshed.

8. Forward Planning

Deferred until the next meeting.

9. Finance

Jane reported that £3,000 had been allocated to the Neighbourhood Plan from the 2015/2016 Parish Council Budget, but some of this was committed to Peter's Invoices. Grants were available of up to £9,000 from Locality but had to be fully utilised within 6 months of approval, so would probably be used for consultancy costs to write The Acomb Neighbourhood Plan.

There was some doubt about how much data from the Hexham and District Housing Needs Survey would be available to the group for analysis in a meaningful way for Acomb. As long as Acomb data could be captured separately then it would be worth investing (£620) in the Hexham process. Duncan agreed to ask Steve Robson to contact Bill/Jane/Charles to determine what level of data could be available and at what cost. This would be discussed before any expenditure was committed. Unfortunately, without this data, it would probably not be possible to capture any Housing Needs data for Acomb.

10. Date of next Meeting

The next meeting will be held in the Village Hall at 6.30 on 17th May 2016 in the Village Hall. Norman presented his apologies in advance as he was on holiday that week.

11. Any other business

Naomi had resigned as Vice Chair of the Steering Group, due to other personal commitments. Jane thanked her for her work and support as Vice Chair. A new Vice Chair would be elected at the next meeting. Volunteers were sought.

The meeting closed at 8.20