

**Minutes of the Acomb Neighbourhood Plan Steering Group Meeting to be held
Tues May 17th 2016 at 6.30pm in Acomb Village Hall**

- 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/Action4Acomb)
Naomi Liller (Acomb Parish Council/ meeting Minutes Secretary)
Rachel Gagliano (Action4Acomb)

Invited Guests: Duncan Holness (Planning Officer, Strategic Planning and Housing NCC)

Bill Grigg (Clerk to Acomb Parish Council)

- 2. Apologies:** Sybil Gill (Acomb Parish Council)
Norman Robson (local resident)
Peter Rodger (Design Consultant)
Beverley Warhurst (local resident)

In Norman's absence, Naomi very kindly agreed to take the minutes.

3. Minutes of the last meeting held on Tues April 19th 2016

These were accepted as a true record

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

(6) Jane had invited Cllr Terry Robson to the Public Engagement Event on May 21st, but unfortunately he was unable to attend.

(9) As NCC had given assurances that the Hexham and District Housing Need Survey would include separate data for Acomb, it had been agreed to contribute about £620 from the NP budget allocated by Acomb PC. Jane commented that the cost would rise very slightly (an extra £34.27 across NCC, Hexham TC and Acomb PC) as the contractors Arc4 had identified 5952 households, an increase from the 5917 in the 2011 census. It was noted that the survey was anonymous, but that it was important for residents to add their postcodes to identify themselves as Acomb residents. NCC (Steven Robson) had requested community contacts for a separate stakeholder survey. Action4Acomb and ISOS were suggested.

5. Election of Vice-Chair

Norman Robson was nominated by Charles, seconded by Lorna. It was noted that Norman had volunteered on the understanding that someone else would take the minutes when he was in the chair. As there were no other nominations, Norman was duly elected.

6. Final arrangements for public engagement event on Saturday May 21st

Jane thanked Action4Acomb for inviting her to their public event on May 14th. She and Charles had found the event both interesting and useful. The Chair of Action4Acomb had been invited to the Neighbourhood Plan event and had offered to help if required.

Those available (Duncan, Jane, Lorna, Matilda, Naomi and Rachel) were asked to come to the hall for 1.00. Bill, Charles, Norman and Sybil had given their apologies.

Everyone agreed that the Display Boards looked comprehensive and appealing. Lorna would provide a 'signing in' sheet.

Peter would take photos on the day.

Naomi would bring flip chart pens and lining paper for 'Vision' comments.

Matilda would run the 'Sticky Dots' exercise.

Duncan would bring copies of the Housing Need Survey

Jane will be "Meeter and Greeter" and cover the 'Key Themes' board.

It was agreed to put the remaining leaflets through doors – Charles: Redburn

Crescent and Garden House, Jane: Chapel Close and Millersfield, Lorna:

Bishops Hill. Naomi: The Pant and Main Street down to Post Office, Matilda: the rest of the Main Street and Orchard Avenue.

A post event meeting to review the results and post some findings on the website was agreed between Matilda, Lorna and Jane. Time and date to be decided.

7. Consultation statement

It was agreed that a record of consultation be kept on the NP website, to be coordinated by Rachel. Duncan agreed to send her pdfs of the posters used on Sat 21st.

8. Feedback from Community-led Housing event in Stocksfield April 20th

Those attending (Jane, Duncan, Norman and Matilda) found the projects inspiring. For example Stocksfield (Norman Hook) transformed a disused toilet block into a bungalow. Information was given about funding and delivering projects.

Although the need for such projects could be established by the Housing Need Survey, it was too early for us to take anything forward but useful contacts had been made.

9. Update on display boards

It was agreed that Jane would buy 2 display boards (portrait style with Velcro tape) - possibly before the event on Saturday. Invoice to Acomb Parish Council.

10. Website

Rachel would arrange to meet with Peter as a matter of urgency to find out how to add material e.g. photos to the front page of the website. If this could not be resolved, she would consult Jane.

11. Forward planning

Duncan advised that after the event on Saturday the steering group would need to draw up a draft vision and objectives and seek community endorsement for these. It would be an appropriate point to consider applying for grant funding and appointing a consultant to assist. He agreed to supply a list of local contacts.

It was agreed that this issue would be discussed in more detail at the next meeting.

12. Date of next meeting was agreed as Tues June 21 at 6.30 pm. N.B. Jane gave her apologies.

The meeting closed at 7.45pm.