

**Minutes of the Acomb Neighbourhood Plan Steering Group Meeting held  
Acomb Village Hall on Tuesday 21<sup>st</sup> February 2017 at 6.30pm**

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

**Invited guests:** Jenny Ludman (Independent Planning Consultant)  
David English (Strategic Planning and Housing, NCC)  
Bill Grigg (Clerk to Acomb Parish Council and Steering  
Group Secretary/Treasurer)

**2. Apologies:** Matilda Bevan (Local Resident)  
Naomi Liller (Acomb Parish Council)

**3. Minutes of the last meeting held on Tuesday 17<sup>th</sup> January 2017**

These were accepted as a true record.

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

Jane thanked Rachel for bringing the website up to date.  
There were no other matters arising.

**5. Updated Vision and Objectives Consultation (Jenny Ludman)**

Jenny was thanked by the group for the provision of the revised draft Vision and Objectives, in the form of a Questionnaire, which could be used for further public consultation.

It was agreed that the document could include reference to Community-led Plan (CLP) actions under the direction of Action4Acomb, and that these should be credited as such. It was understood, though, that only those CLP actions which interacted with the Neighbourhood Plan would be included. Thus, the plans would overlap, but not duplicate each other.

It was agreed that an incentive of a draw for 4 x £25 M&S Vouchers would be appropriate to promote the return of the completed Questionnaires. This would be funded by the Parish Council.

Various amendments to the document were proposed, including the addition of "Yes/No" boxes to indicate approval or otherwise of the Vision and of each Objective.

It was also agreed that a Frontispiece would be added, showing contact details and instructions.

Lorna and Rachel agreed to redraft the Questionnaire, to include all the amendments, comments, additions and deletions that had been discussed. Jenny would be able to assist.

It was agreed that the final version of the Questionnaire would be approved at the next Steering Group Meeting (21<sup>st</sup> March 2017) and therefore that the revised draft should be circulated to the Group for comment by 10<sup>th</sup> March.

**Action: Lorna, Rachel assisted by Jenny – by 10<sup>th</sup> March 2017**  
**Action for Comment: All - before the next meeting.**

## **6. Taking the Vision and Objectives Consultation forward**

Jenny was thanked for the provision of a Project Plan for the completion of the Neighbourhood Plan. It was understood that because of potential funding problems beyond December 2017, every effort should be made to complete the preparation of the Plan by that date. There was therefore some urgency to achieve milestones promptly. Jenny would redraw the Project Plan to see if this could be achieved.

**Action: Jenny**

It was agreed that the next step was to gain public approval of the Plan's Vision and Objectives. This could be best achieved by Public Questionnaire (as above) supported by a Consultation Event. It was agreed that the Questionnaire would be circulated to the Parish, for comment/approval from 5<sup>th</sup> May to 26<sup>th</sup> May and that the supporting event would be on 20<sup>th</sup> May. This would give time for the printing (Robson Print Group was proposed) and distribution of the Questionnaires. It was agreed that about 650 copies would be required by 25<sup>th</sup> April. Jenny agreed to find out how the distribution had been carried out in Stannington.

**Action: Jenny**

There was some discussion about offering the questionnaire online e.g. via Survey Monkey. David advised that online take-up was usually very low, and the process could be problematic. It was agreed that a copy of the questionnaire would be available on the Neighbourhood Plan website to download and print off.

**Action: Rachel**

The current grant funding for the production of the Neighbourhood Plan would cease to be available from January 2018. The remainder available to Acomb (£6875) could be applied for in two parts as it had to be spent

within 6 months of approval (or by December 2017). This would create some urgency in the development of the Plan.

## **7. Progress report on Consultant's Brief**

On production of the Project Plan, the first part of the agreed brief for Jenny Ludman was complete. Jenny was thanked for her contribution. She left the meeting at this point.

## **8. Updates: Update from the Chair**

Jane advised the Group that with effect from the May Parish Council Election, she would not be standing as a Parish Councillor. As she did not live within the Parish, she intended also to stand down as Chair of the Steering Group at that time (although she would still like to be a member of the Group). It was understood that the appointment of a new Chair would be the responsibility of the new Parish Council.

It was agreed that the Steering Group would recommend a replacement Chair to the new Parish Council, following its meeting in April.

### **Website**

Up to date

## **9. Village Notes, Hexham Courant**

Lorna had been supplying the recent Village Notes to the Hexham Courant, for which she was thanked. However, the Courant was revising its processes, and the contact would now be via Gemma Brown, at the Newspaper Office. Lorna would maintain this contact.

## **10. Additional Other Business**

It was agreed by the Group that Jenny should be asked a) if she would be willing to continue working with the Acomb Plan as a further "Brief", and b) if she would submit fee proposals to take the Project to completion.

### **Action: Jane**

(Subsequent to the meeting, Jenny has agreed to both requests)

David English added that as we were considering costs of the project, NCC would be supplying any Mapping Services which we required, free of charge.

## **11. Date of next meeting**

The next meeting would be held in the Village Hall on Tues March 21<sup>st</sup> 2017 at 6.30pm.

The meeting closed at 8.15 pm