

**Minutes of the Acomb Neighbourhood Plan Steering Group Meeting
Acomb Village Hall on Tuesday 21st March 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)
Matilda Bevan (Local Resident)
Norman Robson (Local Resident/ Minutes Secretary)

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

- 2. Apologies:** Sybil Gill (Acomb Parish Council), Naomi Liller (Acomb Parish Council), Jenny Ludman (Independent Planning Consultant), whose attendance was not requested.

3. Minutes of the last meeting held on Tuesday 21st February 2017

There was some discussion about the minute wording of Agenda Items 5 and 9. It was agreed that the minutes would be amended according to the submitted comments. The minutes have been revised and re-issued.

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

Item 6

Jane reported that there had been significant activity since the previous meeting, and reminded members that, largely because of Grant Funding constraints, and following consultation with Steering Group members, the timetable for the production of the Draft Neighbourhood Plan had been brought forward. It was now intended that the Draft Plan should be submitted to the County Council in January 2018. It was **agreed** that this was a challenging but achievable objective.

Item 8

It was **agreed** that the April Steering Group meeting would make recommendation to the Parish Council, on the appointment of a new Steering Group Chair.

Item 9

Lorna reported that, although items had been submitted to the Hexham Courant for publication in Village Notes, none had been printed. The reason was not known, but efforts were being made to achieve future publication.

5. Project Plan

Jenny Ludman had produced a revised Project Plan based on the January 2018 submission date. This was approved

6. Progress report on Consultant's Brief and Grant Application to Groundwork

Jenny had supplied a costed Brief for her input into the next phase of the development of the Neighbourhood Plan. Based on this Jane had submitted an application to Groundwork for the next round of Grant Funding to cover consultancy fees, to run from April 17th to Aug 31st 2017.

7. Arrangements for enveloping and distribution of Vision and Objectives Questionnaires

Lorna had identified about 23 people to distribute Questionnaires throughout the Parish. Charles, Norman, Jane and Lorna agreed to manage the properties outside the village itself. Distribution would include Schools and Businesses. Lorna agreed to co-ordinate distribution. Norman agreed to evaluate the enveloping task and, with Lorna, arrange to carry out the task.

Action: LF, NR and Distributors

The Questionnaires had not yet been received from Robson Print Group. Norman agreed to progress

Action: NR

Norman agreed to design labels to stick on the envelopes, to encourage reading and return of the questionnaires. Charles would arrange label printing

Action: NR, CE

Jane agreed to contact Jenny to determine her requirements for the evaluation of the Questionnaire. In the interim, Norman would circulate a Process Description and Logging Spreadsheet, for comment.

Action: JW, NR

8. Arrangements for the Public Consultation Event on Saturday April 22nd :

- **Purpose of Event** – it was agreed that the event was to encourage the residents, and people who worked in the Parish, to see what is being done, to make their views known, and to complete and submit questionnaires

- **Publicity** – Norman and Lorna agreed to redraft the sample Publicity Notice to make it as inviting as possible. Charles agreed to have it printed.

Action: NR, LF, CE

- Jane agreed to add publicity to Acomb News
- Jane and Lorna would attempt to input publicity into the Hexham Courant's Village Notes, and A4A website
- Jane would supply Rachel with a short piece on the consultation and open day, together with a copy of the Questionnaire for the Neighbourhood Plan website (to be downloaded if required)
- Jane would supply a copy of the Publicity Notice to the School and other groups (WI, Churches....)

Action: JW, LF, RG

- **Activities during Event** – It was agreed that the event would be free form, with members of the Steering Group “floating”, to have discussion with anyone who was interested. Spare Questionnaires would be available on the day. Norman agreed to print Name Labels for the Steering Group.

Action: NR

- **Refreshments** – Lorna had arranged for the WI to supply refreshments. It was agreed that refreshments should be available free, for 40 people and that a donation of £50 would be made to the WI from the Neighbourhood Plan budget held by the Parish Council

- **Display materials** – It was agreed that Display Boards would be used as “talking points” and that these would include large (A1?) versions of the Questionnaire (without Yes/No boxes or Comment boxes), a map of the area and some of the displays from the previous consultation. Jane and Norman would co-ordinate these, with help from Peter Rodger.

Action: JW, NR

- **Steering Group member availability** – Jane, Charles, Lorna, Barry, Matilda, Rachel and Norman were all available to attend. Naomi may be able to attend, too.

- **Invitees** – Jane would issue specific invitations based on the lists compiled for the previous public engagement event. These would include local residents who had expressed an interest, neighbouring Parish Councils and County Councillor Terry Robson.

Action: JW

- **Statutory consultees** – Jane would issue these invitations, referring to the list previously provided by NCC

Action: JW

9. Website

Jane asked that the website be updated with the newest member of the Steering Group, Barry Knott.

Action: RG

10. Date of next meeting

The next meeting would be held in the Village Hall on **Tues April 11th 2017 at 6.30pm.**

The meeting closed at 7.30