

## ACOMB NEIGHBOURHOOD PLAN STEERING GROUP

### Minutes of the meeting held on Tues 14<sup>th</sup> November 2017 at 6.30pm in Acomb Village Hall

1. **Present:** Cllr. Charles Enderby, Cllr Lorna Farr, Cllr Rachel Gagliano, Norman Robson (local resident and Chair), Jane Wrigley (local stakeholder and minutes)
2. **Apologies for absence:** Chris Anderson (Planning Officer), Matilda Bevan (local resident), County Cllr Trevor Cessford, Bill Grigg (Clerk to Acomb Parish Council), Jenny Ludman (Ludman Planning)
3. **Minutes of the last meeting held on Tues 24<sup>th</sup> October 2017:** were agreed a true record
4. **Matters/Actions arising from the Minutes not covered elsewhere in the agenda:**

(4): Draft Plan: Following some discussion at the previous meeting, it was agreed that the tenure of the land on which the school stood was freehold
5. **Approval of Pre-Submission Draft Plan (Latest Version Attached):** This was formally approved, subject to a few minor alterations. Norman would circulate the final version to the Steering Group in the next few days.  
**Action: Norman**  
He would then forward it to Charles to print the master copy. Charles would give this to Lorna for photocopying (15 copies in total).  
**Action: Norman, Charles, Lorna**  
Lorna would draft a few words for the front page, to encourage people to look at it.  
**Action: Lorna**
  - **Parish Council Approval:** The Draft Plan would be considered by Acomb Parish Council at its next meeting on December 11<sup>th</sup>  
**Action: Charles, Bill**
  - **Printing:** Lorna would arrange this (see above)
6. **Pre-Submission Consultation**
  - **Dates:** A consultation period was agreed running from December 4<sup>th</sup> to January 29<sup>th</sup> (8 weeks, to accommodate Christmas)  
**Statutory Consultees:** Norman would contact Jenny and Chris for advice.  
**Action: Norman**
  - **Open Event Day (People, Displays, Refreshments?):** This was agreed for Saturday January 27<sup>th</sup> 10.00am to 2.00pm. Displays to be discussed nearer the time, but policies on A3 paper and maps were suggested. Refreshments would be provided by the steering group. It was agreed to provide 4 extra copies of the Draft Plan for reference at the event.

- **Publicity:** This would include:  
Specific article in the Hexham Courant. Charles agreed to draft an article and approach the editor.  
**Action: Charles**  
Articles in Hexham Courant Village Notes (throughout the Consultation Period).  
**Action: Norman**  
Acomb Facebook page  
Parish Council, A4A and Acomb Neighbourhood Plan websites  
Posters in prominent places  
Leaflets for businesses, with link to ANP website  
It was agreed a response form would be useful, asking for views on specific policies, to be available where hard copies were located and on the ANP website. 100 forms, to be posted back to Village Hall letterbox.  
**Action: Rachel**
- **Locations of Hard Copies of The Plan:** It was agreed these would be placed at the following locations:  
Mariners' Hotel (Mariners' Cottage Hotel)  
Miners Arms  
Queens Arms  
Sun Inn  
Acomb Post Office  
Village Hall  
Acomb First School  
Little Oaks Nursery  
St. John Lee Church  
Acomb Methodist Chapel  
Acomb Hair Salon (11)

7. **Website:** Rachel confirmed this was up to date. Norman noted that all evidence needed to be on the website, and asked about uploading photographs. Jane agreed to send the access password to him and Rachel.  
**Action: Jane**

8. **Any Other Business:** It was agreed that Independent Planning Consultant Jenny Ludman should be asked to re-submit her quotation for Phase 3 to reflect the work actually carried out. The Parish Council would then be asked to consider an additional payment.  
**Action: Norman, Charles**

9. **Date of next meeting: Tues 12<sup>th</sup> December 2017 at 6.30pm.**

The Chair thanked everyone for their attendance and the meeting closed at 7.45pm.