

Wooler Neighbourhood Plan

Minutes of the interim steering group meeting on Monday 6 February 2017

1. Present: Lynne Pringle – Chair (LP), Alfreda Hindmarsh (AH), Rosanna Reed (RR), Anthony Murray (AM), Patsy Healey (PH), Tom Johnston (TJ), Peter Rutherford (PRf), Michael Stanwix (MS), Clive Coyne (CC), Tony Davies (TD), Shirley Mills (SM), Dianne Perry (DP), Pam Ratcliffe (PR)

Apologies: Margaret Brown (MB), Bob Snooks (BS), Sue Welch

LP welcomed Shirley Mills (WPC), and Diane Perry (Newcastle City Council) who attended as an observer.

2. The minutes of the meeting on 9 January 2017 were agreed.

3. Matters arising:

(2) **Admin position.** The WPC clerk is now thought to be willing to take on WNP work, probably 3– 5 hrs p.m. on a self-employed basis. She has the skills and knowledge of council policies and procedures to support the WFP Steering Group. LP & AH to discuss the role and Tic's with the clerk. LP & AH

(4) **Folder of minutes** in the library. TJ will organise TJ

(6) **Councillor membership of the Steering Group.** It was agreed that Wooler's county councillor, the chair of WPC and 3 WPC councillors would be members of the Steering Group.

(6) **Terms of Reference (ToR).** PRf circulated a draft based on Allendale's ToR which complies with all national and county policies. With agreed minor changes, the ToR will be submitted to WPC. PRf to amend and circulate. PRf, LP

(6) **Coordination of WPC and WNP meetings.** AH to advise on dates. AH

Ways to update WPC on the progress of the WNP were discussed. These included the Chair giving feedback, before the start of a WPC meeting. Alternatively, subject to the outcome of 3.2 the admin person would be in a position to give feedback at WPC meetings. LP

(9) **Press release.** The press release will invite and welcome people in Wooler to participate in the making of WNP, and to come to the Drop-In event 27 February.

LP to draft, PR to edit. LP to seek WPC's approval and then it will be sent to the local press 13 Feb for publication 23 Feb. LP, PR AH

AH to make and circulate posters using the press release, inviting everyone to the Drop-In event. AH

(10) **Business survey.** Twenty-four local businesses with 5 or more employees were invited to take part, of whom 20 responded. The results suggest that there is no demand for additional space.

The views and needs of self-employed and smaller businesses should also be identified, possibly with a drop-in session. After the Drop-In event on 28 Feb, a sub group will be set up to survey the smaller businesses. AH RR MB

(12) **Newcastle University involvement**

Ten Planning Faculty students are planning work with children at the Middle School. The young people will make an invaluable contribution, enthusing local young people and their parents.

PH will supply a digital copy of the programme prepared for the Newcastle University students' work. PH

The children will present their ideas at 10.35–12.35 on Monday 20 March at the school. All who can to attend. ALL

The students will report back on 3 May, and give honest feedback to the IST on all aspects of the WNP. ALL

(13) **106 Agreement** – pending. AH to pursue. AH

4. Public meeting Friday 27 February 15.30–18.30 at the Cheviot Centre

A group will meet to design and prepare the information boards. LP, AH, PH, TJ, TD, DP, MS & PR

TJ to bring flip charts & pens. PRf to advise on deadline for copy for A0 size printing. TJ, PRf

09.30 Tuesday 14 February at Cold Martin

09.30 Wednesday 22 February at the Cheviot Centre.

5. See (12) above. The children will present their ideas at 10.35–12.35 on Monday 20 March at the school. All who can to attend. ALL

6. Budget

TJ advised that the current budget must be spent by 31 March. It will be used for the design of the website and the annual maintenance costs, plus admin support. WPC has set up a spreadsheet to monitor the WNP funds.

TJ to make an application by mid-March for funds for the next 6 months. TJ

7. Website/social media/logo

TD demonstrated the initial website structure. Additional pages can be set up, e.g. one to include agendas and minutes, another as a 'contact us' or forum page – which format to be decided.

Once the structure is finalised, TD will load digital text and images.

TD to provide PH with a copy of the website as it now stands. TD

PRf will supply a map of Wooler parish. PRf

A group will develop the website, meeting 1600 Thursday 9 February at Cold Martin.

LP, PH, SM, BS, TD

Logo. It was agreed that the iconic image of Wooler amongst the hills with the strap line is sufficient for the website. Printed materials do need a logo.

TD showed a number of designs suitable for a letterhead; the meeting chose one, which TD will prepare in several colour variations by 14 February, for circulation.

TD

8 The vision for Wooler

The document produced by the sub group was agreed, with minor changes. PH to collate the relevant information and send to TD for loading on to the website.

PH

9. AOB

- a. TJ circulated a draft questionnaire which was agreed for use at the public meeting.
- b. WNP boards can be displayed in Newton's shop after the public meeting.
- c. Agenda item for the next meeting: identification of all WNP stakeholders.

10. Timetable

On target.

11. Next meeting & dates for diary

Wednesday 15 February 17.30 at Hexham council offices: invitation to meet with Hexham NP group re: community-led housing projects. LP, AM, PH, BS/TJ will attend. A car space is available.

Monday 27 February 15.30–18.30 at the Cheviot Centre: drop-in public meeting

Monday 6 March 1900 at the Cheviot Centre: WNP

Monday 20 March 1035–12.35 at the Middle School: presentation of the children's ideas

Wednesday 29th March 14.00–19.00 at the Cheviot Centre: NNPA Local Plan drop-in session.

Monday 3 April, 1900 at the Cheviot Centre: WNP

Wednesday 3 May at the Cheviot Centre: Newcastle University students' presentation to the steering group. (Time to be advised.)