

Minutes of the Wooler Neighbourhood Plan Steering Group meeting

Monday 4th February 2019 at 1900 at Overacres, Coldmartin

1. **Present:** Lynne Pringle (LP) – chair, Sarah Brannigan – NCC (SB), Margaret Brown (MB), David Bull (DB), Caroline Cumming– WPC (CCu), Robert Donkin – WPC (RD), Patsy Healey (PH), Alfreda Hindmarsh (AH), Mark Napier – WPC (MN)), Sue Welch (SW)

Apologies: Clive Coyne, David English, Mark Mather, Anthony Murray, Shirley Mills, Pam Ratcliffe.

2. **Minutes** of the meeting on Monday 7th Jan 2018 at Dunblane House, Wooler, were agreed with an amendment to item 6: replace 'delay in sending the plan to NCC for scrutiny' to 'delay in getting to consultation'.

3. **Matters arising**

Thanks were given to MB, DB and PR for their work on the article for Glendale Live. LP suggested using this as a basis for a press release before consultation with the addition of factual information about dates and locations. This format was agreed. Action: SB to send LP a copy of Lesbury's press release for information.

4. **The Plan**

A meeting between LP, PH, SB and DE led to some suggested amendments to the Plan. These were presented (attached) and explained by PH and SB. The amendments were unanimously agreed. RD confirmed that the WPC had agreed to allow any changes that might be necessary so there was no need for the Plan to return to a WPC meeting.

PH reported that the SEA had been further delayed. A summary report of the main questions indicated that the tone of the SEA is positive but consultation needs to be delayed until after the full report has been received and analysed for its impact on the Plan. The report is now expected on February 21st so it was agreed that the consultation period would now be March 1st to April 12th.

5. **Consultation preparation**

LP presented a list of tasks to be undertaken and actions were agreed.

February 23rd Press release in both local papers: LP

w.b. February 25th Informal notices sent to families via school Details attached.

February 28th

Formal notification posters on WPC noticeboards: RD

Formal notification posters in other key places (Drs Surgeries and Cheviot Centre) MB

Informal notices around shops, garages and Bridge End Park Home MB

Formal notifications to those not on e mail posted either by Royal mail or hand delivered if local.

SW

Formal notification screenshot on WNP Facebook LP

4 p.m. Preparation of Newton's shop (Keys at Café). SB will deliver copies of Local Plan, A1 Policies Maps and display materials PH, LP, SW, SB

March 1st Plan and documents placed on the website: LP

Ensure a link to this on Facebook: LP

Copies of the Plan and supporting documents in the Library: PH

Copies of the Plan to other sites (St Marys, St Ninians, Glendale Hall, Evangelical Church, URC, Health Centre, Garden Centre): MB

E mail formal notification and a link to the plan to those on the database: SW

March 4th WNP meeting SW or PH to chair

March 16th Pick up material from Newtons to display at **Glendale Hall drop-in** which begins at 11-12.30: Return material to Newton's shop PH, MB, AH

March 19th **Newton's Shop drop-in** 3.30-6.30: MN, SW, CCu, PH

March 27th Pick up material from Newtons for **Cheviot Centre drop-in** 4-7p.m, return material to Newtons shop: MN, SW, AH, DB, PH

March 25th-28th Budget preparation: MN and LP to meet with Tom Johnston

April 12th 10.00 Review of responses: LP, PH, SW

There was discussion about notification of the consultation to ensure that as many people as possible are notified within the financial and time constraints of the WPC and WNP. The following actions were agreed.

All those listed on the NCC statutory consultation list would be e mailed or sent a letter.

Action: SW to prepare e mail groups and letters. SB to check that sending the formal notification as a standard e mail is sufficient.

SW to update the formal notification poster and letter and send these to RD.

LP to update the informal notification and send to RD and MN.

WPC to discuss delivery to all households (1,000 leaflets) and decide whether this is viable. If WPC decide to organise this then leaflets via the school (200) will not be necessary. LP reported that NCC has advised that personal contact information should not be used. It was agreed that an e mail of WoolerNP@gmail.com be used for all electronic responses during the consultation and written responses would be sent to Wooler Neighbourhood Plan Steering Group at SW's address.

6. WPC – WNP feedback

WPC agreed the plan and any subsequent amendments that were necessary.

7. Timeline

The SEA delay and later consultation mean that submission of the Plan will be delayed until the end of May/beginning of June so the Referendum would be delayed until the end of the year. Action:

PH to update

8. Website

This has been updated

9. Facebook

MN reported that this is still getting 'hits'

10. Data Protection

Nothing to report

11. AOB

12. Next meeting and dates for our diaries

The next Steering Group meeting will be held at Overacres, weather permitting, on Monday March 4th at 7 p.m.