

Minutes of the Wooler Neighbourhood Plan Steering Group meeting on Monday 7th January 2019 at Dunblane House, Ryecroft Way

1. Present: Lynne Pringle (LP) – chair, Sarah Brannigan – NCC (SB), Sue Welch (SW), Caroline Cumming– WPC (CCu), Margaret Brown (MB), Robert Donkin – WPC (RD), Patsy Healey (PH), Alfreda Hindmarsh (AH), Anthony Murray -- NCC (AM), David Bull (DB), Shirley Mills (SM), Pam Ratcliffe (PR), Mark Napier – WPC (MN)

Apologies: David English, Mark Mather, Clive Coyne,

2. Minutes of the meeting on 3rd December 2018 at Overacres, Coldmartin, were agreed.

3. Matters arising:

(i) NWL have confirmed in writing their plans for the water treatment plant upgrade.

(ii) The article for Glendale Live (3-500 words, deadline 31st January for the March issue) will give information about how to access the digital version of the plan online, where hard copies of the Plan can be seen, the dates/times/location of consultations, and the deadline for comments. The article will stress that all comments must be made in writing, by email or letter, to Wooler Parish Clerk c/o the email address and postal address of the Chair of the PC:

Clerk to Wooler Parish Council, c/o Councillor Robert Donkin,
20 Weetwood Avenue, Wooler, Northumberland NE71 6AG

robert.donkin47@btinternet.com

Work by PR, MB & PR about the importance of the Plan, and encouraging residents to make comments about it, to be incorporated into the article for *Glendale Live* and a press release for early February. MB, DB & PR will progress the work on this and a press release at a further meeting next week. The press release recently prepared by DB to be shared at the meeting also and include details outlined above. **MB, DB & PR**

4. Final revisions to pre-submission draft

Changes to the wording of the plan have occurred as a result of a need to align it with the revised national policy (July 2018) Also, some wording has been changed in order to remove ambiguity.

The Meeting considered in detail the changes proposed after professional scrutiny by SB.

The Meeting recommends the Plan, with the agreed revisions, to Wooler Parish Council for formal approval, subject to any minor amendments following the Strategic Environmental Assessment.

Please note re: Policy 26:

Following further information from SB in relation to NPPF 2018, LP, DB and PH recommend the deletion of the last sentence and a change from 'sought' to 'required' in line 3 of this sentence.

The advice and assistance received from DE & SB was gratefully acknowledged.

The meeting also wished to thank the photographers, especially Meg Vickers.

5. Consultation preparation including dates & location, WNP/WPC rota, and formal format of correspondence

- If the SEA is received very soon it is anticipated that the consultation period will be Friday 15th February – Sunday 31st March.
- At the Glendale Hall coffee mornings on 9th & 16th March, the hard copy & display boards will be positioned by 10.45 and WPC/WNPSG will be available after the raffle to discuss the Plan and encourage written comments.
- LP is looking for a High Street location (Newtons' shop is not available) to hold drop-in consultations offering maximum accessibility with different days/times. She will be meeting with young people's Drop In Management Group on the 31st January to discuss using their premises on the High Street. **LP**
- When the use of the venue is known, LP will email WNPSG to inform them of the outcome. If it is positive, she will ask people to sign up for duties. **LP**
- Funds are very limited and not available to professionally print hard copies of the Plan for each venue. We will have to think of another way to do this. NCC will provide maps. **SB**
- A copy will be sent to JL as soon as WPC has approved the final draft. **PH**
- Formal notification of consultation must be sent to all stakeholders, including organisations supporting BAME residents and those with disabilities. AH will obtain details of any BAME support group(s) covering Wooler, MB will obtain details of Autism & Aspergers, and LP details of the Mental Health support groups (Jane Pannell). Details to be forwarded to SW as soon as possible **AH, LP, MB, SW**
- SW will work on database in readiness for forwarding formal consultation details. **SW**
- MN, AH & SM offered to hand deliver local letters. **MN, AH & SM**
- The Parish Clerk is the official position responsible for receiving & recording all correspondence with comments on the Plan. Residents will be given the following contact details:

Clerk to Wooler Parish Council, c/o Councillor Robert Donkin,
20 Weetwood Avenue, Wooler, Northumberland NE71 6AG
robert.donkin47@btinternet.com

- RD & PH will meet every week during the consultation for RD to record and pass on email and hard copy correspondence. **RD & PH**
- PH & SW will record and collate the correspondence. **PH & SW**

6. WPC – WNP feedback/issues

To avoid any delay in sending the Plan to NCC for scrutiny, it will be very helpful for WPC to notify WNPSG quickly after their next meeting of their decision about the final Draft Plan. **RD**

Budget Management

A condition of the grant funding is financial accountability, and the designated finance officer is the Parish Clerk. However, WPC clerk's workload means that little time is available for extra tasks related to the WNP.

An online financial report to the grant provider, Locality, is required at the end of March, and WPC will need to provide a financial statement of the grant money so that the necessary forms can be completed. **RD**

Tom Johnston, who is familiar with the process, has kindly agreed to assist and advise regarding the completion of online submissions about the grant spend since April 2018 and also with the application to use the remaining funds. Apart from money ring-fenced to pay the planning consultant for post submission work there is very little grant money left. What hasn't been spent so far will need to be returned to the grant provider by the end of March, and the funds again applied for at the beginning of April. LP offered to work alongside the Parish Clerk and Tom Johnson to complete the online forms. This work will occur in March, triggered by emails from the grant provider to the Parish Clerk. The Parish Clerk will need to alert TJ and LP that the trigger email has been received in order that a joint meeting be arranged to progress matters. RD to inform Parish Clerk about what is needed to keep this all on track. **RD LP**

7. Infrastructure providers list

LP to e mail SW an up to date list **LP**

8. Stakeholders list

SW has the database of stakeholders. Additions will be made as in item 5 above. **SW**

9. Screening Assessments, SEA update

PH reported that no significant amendments are anticipated.

PH has asked for receipt of SEA as soon as possible in order to be able to meet our consultation dates.

10. Budget and planning consultant

Covered in item 6 above.

11. Timeline

PH will check it.

PH

12. Website

The website has been updated but, as some information is historical, significant changes are needed, including updating the membership of the WNPSG, deleting the map of sites, and providing current information on NCC's Local Plan.

LP

SW will send to LP a pdf of the comments made at previous consultations.

SW, LP

13. Facebook

LP will update Facebook and when needed will provide links to the WNPSG website for sight of the Plan.

14. Data Protection

No concerns.

15. AOB

(i) NCC are now varying by area the percentage of affordable housing which is required of developers. It was agreed that the WNP would retain the original figure, with the understanding NCC may seek to amend it.

(ii) The articles about WNP in both issues of Glendale Live were gratefully acknowledged as a helpful way of getting information out to our community about the progress of the plan.

(iii) CC had observed at Riverside Park a number of touring caravans in excess of the number recently stated by the site manager. AM will seek clarification from NCC.

AM

16. Next meeting and dates for diaries

Venues: The WNP budget will not stretch to booking a room; venues will be arranged.

4th February at **Overacres, Coldmartin**

If wintry weather, we will meet at Dunblane House, Ryecroft Way

4th March

1st April

Tuesday 7th May

3rd June (or Tuesday 4th June)

1st July

5th August

2nd September

7th October

4th November