

Wooler Neighbourhood Plan

Minutes of the meeting of WNP Steering Group on Monday 5th March 2018

1. Present: Lynne Pringle (LP) - chair, Anthony Murray (AM) – NCC, Sue Welch (SW), Margaret Brown (MB), Patsy Healey (PH), David English (DE) – NCC, Alfreda Hindmarsh (AH), Pam Ratcliffe (PR).

Apologies: Shirley Mills (SM), Malcolm Pringle (MP), David Bull, John Boardman (JB), Clive Coyne, Rosanna Reed.

2. Minutes of the meeting on 5th February 2018 were agreed.

3. Matters arising: none.

4. Planning Consultant

LP thanked members of the Steering Group who had met earlier on 5th March to work with JL on reviewing the Plan in the light of the comments received in the February consultation. JL will revise the Plan, amending the title of the first section to 'Landscape and the Natural Environment, Townscape and Heritage', and emphasising in the section on the Local Economy the development of quality and variety of Wooler's tourism offer. The Community section was also consolidated.

DE asked if we have a list and maps of SSIs in the parish. LP will seek information. **LP**

All to review what /where photographs are needed for the Plan. Meg Vickers from Camera Club to be approached for help. **LP**

DE advised precision in the wording of the Plan to avoid any ambiguities when future planning decisions are being made.

All who attended the day meeting to send their task lists to LP by 12th March. **ALL**

5. V&O Consultation feedback

SW & PH had coordinated the comments from the recent consultation. SW & PH will consolidate their lists of comments and send to LP; LP will send the final document to WPC, then add it to the website and complete a Facebook entry. **SW, PH & LP**

6. Consultation strategy and statement update

Draft documents have been sent to JB to check that they are in an acceptable format to make sure that we are on the right track before we progress this task further and fill in any more detail.

7. Community Actions

The meeting held during the day on 5th March considered the matters which had been raised by respondents to the Draft Plan which are outside the remit of WNP. The meeting, together with AM, prepared a list of Community Actions and relevant organisations to implement the tasks. SW to send the chart to LP, and the agreed chart will be sent to WPC for their views and feedback.

SW, LP

8. Housing Needs Assessment update

The final report with conclusions has been received from CAN. AECOM is assessing all sites; its report is due by 9th March. Once received, it will be circulated to WNP Steering Group, WPC, JE and DE.

9. WPC feedback/issues to take forward

WNP is approaching the end of this period of funding; TJ will complete a request to WPC for funds to be transferred to GGT by the end of March.

TJ, WPC

10. Screening Assessments

DE advised that these assessments will need be carried out when the list of sites is complete, probably in April. He urged that they are submitted as soon as possible after that point.

11. Steering Group membership, chair & vice chair

The position of Chair and Vice Chair are subject to 3-monthly reviews. LP was willing to continue as Chair; the SG expressed their thanks to LP for her leadership and unstinting work and asked her to continue. Vice Chair SM was unable to be present and LP will enquire about her availability.

LP

12. Budget and funding application

Prudent budgeting throughout is ensuring that there are sufficient funds to complete the WNP process. However, to reduce expenditure, it was agreed that where possible meetings would be held in SG members' homes.

DE advised that the final maps could be produced by NCC at nil cost to the WNP budget.

13. Website and Facebook

MP was thanked for managing an "inviting" website.

DE stressed the importance of having a website which appears at the first search. He also advised that all relevant documents should be easily accessible and readily available (as pdfs attached to the website). All to review their background reports etc and forward documents to MP.

MP

In April, the contents of the website will be reviewed to ensure it meets these criteria. **MP**

Everyone to send any information for Facebook to LP. **ALL**

14. Data Protection

LP asked DE for guidance about upcoming changes in Data Protection practice and how this will impact on WNP group. LP & PH will attend general Data Protection training to ensure that all WNP data conforms to the current regulations. **LP & PH**

15. Timeline

The WNP process is progressing on target except that, as a result of partner organisations' schedules, the review of AECOM assessments will take place in March, and the screening Assessments will take place in April.

16. AOB

DE advised that NCC is preparing a new Local Plan. The sites for development should be aligned in the Local Plan and WNP. WNP could provide a list of any potential sites that are not in the SHLAA to NCC by the end of April.

DE advised that the CAN & AECOM reports would usefully be sent to Steve Robson (NCC). **LP**

17. Next meeting and dates for diaries

Wednesday 4th April 10 – 4 Plan preparation with JL, at Coldmartin. Bring lunch!

Monday 9 April, 1900, WNP Steering Group at Overacres, Margaret Brown's home.

Tuesday 8th May, 19.00 WNP Steering Group, venue TBA.