

Wooler Neighbourhood Plan

Minutes of the meeting of the interim steering group on Monday 6th November 2017

1. Present: Lynne Pringle (LP) - chair, Shirley Mills (SM) WPC – deputy chair, Rob Donkin (RD) – WPC, Rachel Sinton (RS) – WPC, Anthony Murray (AM)– NCC, Clive Coyne (CC) – NNPA, David English (DE)– NCC, Peter Rutherford (PRf) – NCC), Sue Welch (SW), Margaret Brown (MB), Patsy Healey (PH), Alfreda Hindmarsh (AH), David Bull (DB), Mark Napier (MN), Pam Ratcliffe (PR).

Apologies: Tom Johnson, Rosanna Reed

2. Minutes of the meeting on 2nd October 2017 were agreed (MB, PH), noting that CC represents NNPA.

3. Matters arising: WPC has given permission for the Housing Needs Assessment Survey to go ahead.

Community Actions that come from WNP will be an addendum to the plan
A reminder was sent to WNP Interim Steering Group about joint WPC–WNP meeting

4. Land ownership update

Gerald Dickinson has made a verbal approach re: landowner letter. Formal contact to be made by PH and one other (to be determined when availability is checked.) **PH (TJ?)**

SW has spoken to Mr R Brown.

SW & PH are to meet Mr & Mrs Marshall on 10 November. **PH, SW**

Simon Fitton's plans for the Old Vicarage site are being discussed with NCC.

Mr Simon Dunham to be sent the landowner letter re: his land off Cheviot St. **LP**

5. Social groups

AH has data back from Bowling Club. LP & AH have contacted a number of groups as part of the Community Infrastructure Assessment but the response so far has been limited. AH & LP to meet 10 November to plan further. **AH, LP**

Commented [S1]:

6. Bootlegger filming

Video clips have been taken. These will be edited, probably on 27 November, to provide visual material as background to the Landscape, Townscape & Heritage theme. RS will add photographs when she can. **RS**

7. WPC/WNP joint meeting update

At the meeting of the WNP and the PC on October 18th comments were made on the Objectives and Policies in the draft plan (summary attached) but the PC as a whole need to go through the plan before making it public. The working groups need the final set of comments before the end of November in order to revise the draft and move forward with screening assessments **WPC**

8. WPC feedback

The Councillors present brought no further feedback to this meeting.

9. Screening Assessments

DE & PRf advised that Screening Assessments are procedural: Neighbourhood Plans must be considered in the context of Strategic Environmental Assessments. NCC can screen in or screen out the requirement for assessment; if they are required, NCC's report will make recommendations.

Separately, the County Ecologist will assess the impact of the Neighbourhood Plan on protected habitats.

WNP should develop the draft plan further and submit it, so that NCC can advise.

AM asked that guidance be given before a great deal more work is done. DE & PRf advised that whenever land is allocated for housing, a Strategic Environmental Assessment must be carried out in order to refine and improve policies.

Screening Assessments to be discussed with Planning Consultant 7.11.17 LP, JL

10. Housing Needs Assessment

The survey questionnaire has been tailored and an accompanying letter prepared which explains the purpose of the survey and how to get help to complete the form or to mail it after completion.

Every household will receive a letter, questionnaire, and a Freepost envelope. SW is organising delivery, largely by the WNP group, in the period 11–19 November. No collection is required because Freepost envelopes are being used to ensure confidentiality.

Community Action Northumberland will analyse the data and produce a report for WNP.

Residents of Riverside Caravan Park will be asked to collect their forms from the shop.

No one from Wooler will see any completed forms, and no household or individual will be identifiable from the report.

Posters:

AH

The survey is featured on Facebook and info will be updated:

LP

Press release:

AH & PR

11. Budget and funding application

LP, TJ, SM & PH will meet 10 November. All monies received to date have been spent. It is important to include all budget items for the next 6 months. JL will be asked for advice on what might be needed at the meeting 7.11.17.

DE confirmed that NCC services, e.g. for maps, would not incur additional costs.

Funding may be needed for further publicity and communication to further engage residents in the WNP process.

Communication to be an agenda item at the next WNP meeting. LP

On the WNP website, comments received relating to housing will be linked with information on the Housing Needs Assessment survey. Also, "Where are we up to" information will be given on Facebook, etc. and at public events. LP MS

12. Working groups update

Introduction

The introduction could include a map showing Wooler as it is now, and an overlay showing proposed development sites.

Landscape, Townscape & Heritage

Instead of defining a 'western boundary', focus has been on noting the pros & cons of development on sites off Ramseys Lane, and consideration of listing green spaces. A paper for consideration of these issues to be ready for December meeting. **MIN PH PR SM**

Economy

To be reviewed 9 November and presented at the December meeting. **PH**

Housing

Currently assembling all data and comments as a background report which may or may not be confirmed by the Housing Needs Assessment. Notes to include definition of 'affordable', parking requirements, and use of 106 agreements.

Community

Any large new development should make resources/facilities available to the wider community. Community Infrastructure data being is being collected.

Accessibility

Pinch points include Chatton Road bridge, and additional access to any new development off Ramseys Lane. It will be useful to liaise with the Highways Authority (contact person David Laux) for advice about how highways issues need to be taken into consideration. **SW**

Community and Accessibility to be undertaken jointly. **LP SW**

13. Website

The website support person, Sue Rudge, will not be available from 1 December to 8 January. PH to prepare maps for uploading late January. **PH**

14. Facebook

Facebook has been regularly updated. On behalf of the Interim Steering Group, LP expressed thanks to MS for work on this. 180+ visits to the site. Information will be posted on the Housing Needs Assessment, and comments on the forms and the survey process invited, to be fed back to CAN. **LP MS**

15. Timeline

DE & PRf advised that as infrastructure is required to support development, it would be useful to ascertain the infrastructure providers' investment plans and to see how those plans could be modified to support WNP policies and also to be aware of any constraints. Infrastructure providers will need to know how much development is expected, when and where.

DB will work through DE to liaise with infrastructure providers and report back to the December WNP meeting. **DB**

This information will inform the Draft Plan which will be submitted to WPC then shown to the public in Jan/Feb 2018.

Timeline to be discussed with JL 7.11.17.

16. AOB

(i) RD expressed concern that the new NCC Plan might contravene the WNP. DE advised that the new NCC Local Plan could take around 3 years, so it is not possible to align WNP with it. He further advised that work should continue on WNP, and it is probable that WNP will be respected by NCC provided there is both supporting evidence and local support. There is no reason to think that the NCC plan will contravene the WNP because WPC and NCC should work together to achieve alignment. The risk of incurring additional expense is therefore minimal.

(ii) LP proposed, and the meeting agreed, that the work of preparing the WNP had reached the stage when the Interim Steering Group should no longer be 'Interim'. To formalise the Steering Group, the membership should be clarified. The Terms of Reference state that the Steering Group will comprise an elected ward member of NCC, the Chair of WPC and 3 additional Councillors, a board member of GGT, and 5 community representatives, all with the right to vote.

The organisations involved will be asked to confirm/nominate their representative(s). Community representatives who have been involved will be asked if they wish to serve formally, as nominated members.

The persons nominated will form the core Steering Group with voting rights and accountability. Membership will be reviewed and confirmed 3-monthly.

(NCC and NNPA representatives serve in an advisory capacity.)

The formal Steering Group will continue to welcome members of working parties, who may attend and participate in meetings, and who may continue to be involved in the work of preparing WNP.

17. Next meetings & dates for diary

7 November	WNP meeting JL 1100 at Coldmartin
8 November	NNPA drop-in consultation 1630–2030 Cheviot Centre
27 November	WPC meeting, SM is attending to give feedback for that meeting
4 December 1900	WNP meeting
18 December	WPC meeting, SM is attending to give feedback to that meeting