

## Wooler Neighbourhood Plan

### Minutes of the Steering Group meeting at 1900 on Friday September 28th 2018 at Overacres, Cold Martin, Wooler.

**1. Present:** - Margaret Brown (MB), , David Bull (DB), Caroline Cummings (CCu), Robert Donkin, Patsy Healey (PH), Shirley Mills (SM), Anthony Murray (AM), Lynne Pringle (LP) chair, Sue Welch (SW) Samantha Hook present as the new WPC Clerk

**2. Apologies:** Clive Coyne (CC), David English (DE), Alfreda Hindmarsh (AH), Pam Ratcliffe (PR).

**3. Minutes of the Steering Group meeting at 1900 on Monday Sept 3<sup>rd</sup> 2018** at the Cheviot Centre, Wooler were confirmed (MB and PH)

#### **4. Matters arising**

Comments on the draft have been received from Mark Napier and added to the draft for discussion.

The agreed revised Foreword will not be put in the October magazine because of changes to the timeline.

#### **5. Planning Consultant**

JL is ready for the next steps but we need to know the balance of the budget before confirming future work.

RD confirmed that the balance was £2539.44.

#### **6. Consultation preparation**

A new time line was presented to take account of the AECOM timetable of work. This has been checked with DE. The revised timings puts the consultation period in January/February 2019. LP explained the need to extend the funding period after March 2019.

We now need to identify discussion points for the next draft so they can be discussed at a meeting with WPC on October 8th. DB explained the need to make sure every substantive issue has been raised by the end of this process. The meeting on October 8th will identify steps for the consultation process, the tasks involved and who will undertake these.

#### **7. Community Actions**

As these were drafted 6 months ago the PC need to revisit these and make sure they are happy with the content. This could take place on October 8th.

#### **8. Infrastructure providers**

Communication with NWL (Water Authority) indicated a possible need for a policy on water conservation. PH consulted DE who suggested this is incorporated in the general policy and a housing policy. This will be in the list of discussion points for Oct 8th.

#### **9. WPC, WNP issues**

a) Feedback on the current draft will take place on October 8th at the Cheviot Centre. WPC will meet at 6.30 and be joined by members of the WNP Steering Group at 7.30.

b) Membership of the WNP Steering Group will be confirmed when the WPC membership is finalised.

c) LP explained the funding arrangements to the new Parish Clerk and the due diligence requirements of holding and administering the budget. She highlighted the need for a report on expenditure at the end of March 2019 at which point money will have to be handed back and reapplied for. It was suggested that Tom Johnson be consulted for advice. **Action: Parish Clerk to monitor this**

There was discussion about the WPC role in this. **Action: SW to send minutes of the meeting where this was discussed to members and Parish Clerk.**

d) There was discussion on procedures to ensure there weren't long delays with getting agreement from WPC for things like press releases and signing off invoices. This will be discussed on October 8th. **Action: SW to send an invitation to this meeting to members and the WPC Clerk with points for discussion.**

### **11. Screening Assessments**

Habitat Regulation screening opinion should be received at the end of next week and this will identify if a further 'Appropriate Assessment' is needed. PH has alerted AECOM that this might be needed.

The SEA team will appraise the draft plan, consider housing and employment issues and may suggest strategies for growth. They hope to provide a report by Dec. 8th.

### **12. Budget**

This was discussed in earlier items.

### **13. Website**

This has been updated and most background information is now on the site

### **14. Facebook**

There has been a recent post explaining the delay but need to be updated with current progress. It was suggested that the same information should be included in the new magazine. **Action: DB to draft something for both purposes and this will be considered at the October 8th meeting.**

### **15. Data Protection**

No issues

### **16. AOB**

PH commented on the new application for planning permission for the land north of Weetwood Road. **Action: All who are interested to look at this and consider how it would work with our draft plan.**

### **17. Next meeting and dates for diaries**

October 8th Meeting with WPC at the Cheviot Centre (WPC 6.30, WNP 7.30)

November 5th WNP Steering Group Meeting at 7.00 at Overacres