

## **Wooler Neighbourhood Plan**

### **Minutes of the meeting of the interim steering group on Monday 4<sup>th</sup> September 2017**

**1. Present:** Lynne Pringle (LP) - chair, Alfreda Hindmarsh (AH), Tom Johnson (TJ), Sue Welch (SW), Margaret Brown (MB), Rob Donkin (RD) – WPC, Patsy Healey (PH), Rachel Sinton (RS) – WPC, Mark Napier, Pam Ratcliffe (PR).

**Apologies:** David Bull, Bob Snooks, Clive Coyne, Rosanna Reed, Shirley Mills, Michael Stanwix, Caroline Cumming

**2. Minutes** of the meeting on 7 August 2017 were agreed (AH, PH)

### **3. Matters arising:**

#### **A. Feedback from meeting 11 August**

The themes documents have been drafted and circulated to the group. They are open to review and revision

#### **B. Land Ownership**

LP has thanked Savills for printing and mailing letters to 16 landowners FOC. Six landowners have responded and wish to discuss the WNP.

DB has drafted a list of topics/questions to be used in these meetings. There have been developments since the draft was made, so in DB's absence LP to review, revise if necessary and circulate to those pairs involved in contact with landowners. **LP**

Two members of the group will pursue further contact with landowners with whom they have no or very little previous connection. LP & MB are allocated Savills, Mr Short & NCC Estates; PH & SW are allocated Mr Butler; PH & AH are allocated Mr G Marshall; AH & SW are allocated Mr B Brown & son. Feedback before 25<sup>th</sup> October please **LP, MB, PH, SW, AH**

Eileen Purves has been identified as a Landowner. LP will send a letter to her. **LP**

#### **C. Social Groups events (AH LP)**

AH will speak to the WI on 6 September. Dates to speak to other social/activity groups to be arranged. **AH, LP**

#### **D. Planning Consultant**

Jenny Ludlam (JL) has looked at the WNP documents being worked on so far. She thought the objectives and themes are clear and made suggestions for further work. JL will give written feedback which LP will circulate for action by working parties. **LP**

The budget application should include funds for the consultant's work to shape and edit our final draft. **TJ, SM**

LP thanked everyone who has contributed – the plan is still very much a work in progress.

#### **E. Glendale Show**

It was a good opportunity to meet and listen to the public. The comments from residents and regular visitors will be useful. LP thanked all involved.

### **F. Sites workshop 1830, September 28 at the Cheviot Centre**

PH reported on behalf of DB.

Jane Panell will chair the event.

Pairs of the group will assist on our themes: Housing PH & DP or DB; Landscape, Townscape & Heritage SM & PR; Economy AH & MB; Accessibility & Community LP & SW.

LP to contact DP to see if she is available to help with Housing. BS will also be contacted to see if he can help. We also need help to make notes about what people say.

**SW, PH, DP, BS, SM, PR, AH, MB, LP, SW**

The objective is to encourage attendees to consider proposed sites for development, to use their views to inform our thinking about suitability, potential uses for sites, type and scale of developments, etc., and to identify any potential difficulties.

Attendees will work in small groups with maps. A1 size maps are required.

MS has designed posters. LP to liaise with BS who will attach them to the posts on the High Street and upload to the website. LP to liaise with MS to upload on to Facebook **LP, BS, MS**

LP will ask Mark Mather/ Linzi to have the poster displayed on the WPC Facebook page. **LP**

LP to deal with press release for event, seek approval from WPC, etc., and forward to Ben O'Connell **LP**

### **G. Other Neighbourhood Plans**

LP will circulate a list of plans which may be particularly relevant to Wooler. **LP**

### **H. Meeting with Tillside Group**

This did not take place as Tillside is pausing in their timetable.

### **I. Feedback from Wooler Parish Council (WPC)**

RD proposed a meeting in September for an updated overview of the WNP for all Parish Councillors. PH and SM to deliver a presentation at WPC meeting on 25<sup>th</sup> Sept. **PH, SM**

RD and RS agreed that it would be helpful to call a meeting between WPC and WNP to look together at the Draft Plan document and Timetable, and to encourage as many Parish Councillors to attend as possible as at this stage their input is crucial. **RD, RS**

The proposed date is Wednesday 18<sup>th</sup> October, 1900 at the Cheviot Centre. LP and RS to book room. WNP Steering Group members please attend if at all possible. **LP, RS, ALL**

PH will revise the Draft Plan document. **PH**

LP will ask WPC Chairman to authorise the clerk to circulate it to all councillors. **LP**

RS will make hard copies as required for those who are unable to print their own copy. **RS**

This should help to give Parish Councillors a reasonable amount of time to study the documents in detail prior to their WPC meeting on 25<sup>th</sup> September, the joint WPC WNP meeting planned for the 18<sup>th</sup> October, and their WPC meeting of the 23<sup>rd</sup> October.

**PH, RS, LP, RD , ALL WNP & ALL WPC members**

### **4. Other stakeholders**

Other stakeholders include NCC & Northumbria Water.

PH to ask PRf to guide WNP through obtaining screening assessments. JL has advised that an up to date housing needs assessment is required to provide accurate, current information (the last assessment was undertaken in 2012). **PH, PRf**

PH to contact PRf for contact details of Steve Robson of NCC who will be able to provide a list of possible agencies and suggest the probable cost. **PH, PRf**

TJ advised the group about potential input from Community Action Northumberland re: housing needs assessment and will pursue. **TJ**

Three quotes will be required if cost is likely to be over the specified amount that triggers the need for such action. **TJ SM**

LP, PH and TJ to work on specification for housing needs assessment and meet with potential provider(s) of housing needs assessment and follow through for completion asap. **LP PH, TJ**

## **5. Budget and funding application**

The application for the next 6-month period (Sept 2017 – March 2018) must be submitted in the next two weeks. **SM, TJ**

On behalf of WNP, GGT has spent c. £2k. GGT will invoice WPC, for payment by 18 Sept. **RS**

The next funding application should include 4–5 days for the consultant, printing maps, £2k for the housing needs assessment/ delivery of surveys and volunteers' travel: total around £5k.

SM & TJ will present the application to WPC. **SM, TJ**

JL & TJ believe that Wooler will be granted Complex Case funding of £15k in all and additional technical help and support.

## **6. First draft of plan**

The first draft, to include JLs suggestions and feedback to be completed as far as possible by November. **ALL**

## **7. Updates from working groups**

The Themes documents have been circulated, once an updated version is produced ( by Thursday 7<sup>th</sup> Sept) that will be circulated to all. **PH, LP**

## **8. Website/ Facebook**

Website: LP has asked Tony Davies (TD) to assist with the website photographs. Malcolm Pringle (MP) – (WPC) is willing to assist BS with website. Contact to be made. **TD BS MP**

Facebook: posts should be sent to LP for forwarding to MS **ALL**

## **9. Electricity source for Wooler**

The plan should consider renewable energy issues.

## **10. Car parking and electric vehicles**

Car parking and charging points for electric vehicles will be included in the section on Community Action.

## **11. Publicity for Bootlegger filming event 26 September 1830 Cheviot Centre**

LP will be the contact person on the poster. She urged as many of the group and Parish Councillors to come along to the event as possible, explaining how the process is very simple and enjoyable and filming can be undertaken at one's leisure. She explained that the end product will be very useful for WNP and also possibly for other community actions in the

future. LP will circulate the poster to the group, for **all** to circulate and display as widely as possible. **Please help with circulating news of this event.**

LP

To include Scouts, school, Drop-In, U3A, WI and meeting places.

ALL

## 12. Timetable

PH to send the updated timetable to LP for the website. LP to forward to BS, BS to upload.

PH LP BS

## 13. AOB

- LP will deliver a short presentation to GGT Board at their meeting at 1900 on 27 September (1830 refreshments) concentrating on Community Actions resulting from Themes work so far. LP
- It was agreed that WNP steering group members would meet in October to assimilate community feedback from workshop re: sites, to review and discuss the emerging draft plan and policies, to ensure that each of the sections includes as many steering group members' views and opinions as possible. This meeting will take place at Coldmartin on Tues 3rd Oct at 1830. Everyone is encouraged to attend and to look at the document prior to that meeting. ALL
- RS agreed to provide to MB a copy of GGT's Ordnance Survey licence which will cover the copying of local maps. MB and PH to meet together to discuss details and MB to organise printing, invoice to TJ. RS, MP, PH
- The proposed dates for 2018 WNP Steering Group meetings are:
  - 8 January (BH on 1 January)
  - 5 February
  - 5 March
  - 9 April (Easter Monday on 2 April)
  - 8 May **Tuesday** (BH on 7 May)
  - 4 June
  - 2 July
  - 6 August

**If anyone foresees any difficulties with these dates they should let LP know.** LP will then book the Cheviot Centre with RS.

ALL, LP RS

## 14. Next meeting & dates for diary

2 October 1900	WNP meeting
3 October 1830	WNP meeting to discuss the draft plan in detail re: sites, etc (Coldmartin)
18 October 1900	Joint WPC and WNP meeting to review draft plan together (Cheviot Centre )
25 September 1900	WPC meeting, presentation re WNP progress so far.
26 September 1830	'Recording special views' Bootlegger workshop
27 September 1830	Chairs of Tillside, Lowick & Wooler NP Groups meet (Cheviot Centre)
28 September 1830	Sites Workshop
6 November 1900	WNP meeting
4 December 1900	WNP meeting