

Tarset and Greystead NDP Steering Group meeting held on 8<sup>th</sup> October 2013

Present: Megan Nixon (Acting Chair) Rex Cooper (Secretary), John Holland, Preston Hoggan, Gerry Gregory, Jenny Ludman (representing NNPA), Tammy Adams (NNPA), David English (NCC), Richard Powell (NCC)

1. Apologies

Apologies were received from Anne Munroe and Darrell Jackson.

2. Minutes of the last meeting and matters arising

The minutes were agreed as a true record of the last meeting.

Actions: Jenny stated that she had been in contact with Planning Aid, and that they are stretched for volunteers at the moment. Jenny had sent off for the forms to put a bid in to Locality - both for financial assistance (grants of up to £7K available) and for 'hands on' help.

**Action: Jenny and Megan to progress application for funding/assistance through Locality**

Rex had contacted Spence and Dower, and they are interested in tendering for the design guide work. They had drawn attention to their Northumberland Coast AONB Design Guide which is a fine example. Paper copy available for Team study. Jenny confirmed she had contacted Sarah Dyer, a Consultant Conservation Officer who works both at NCC and NNPA on a contract basis. She has a vast amount of experience and local knowledge with regard to heritage assets in the Parish due to work she did recently on listed buildings and heritage assets in the Parish. It was agreed that it would be useful if Sarah came and spoke to the group, and that she could give advice on what a design guide should contain, in order to be meaningful.

**Action: Jenny/Tammy to invite Sarah to future meeting**

Other actions were discussed in the main body of the meeting.

3. To identify policies arising from analysis in the Consultation Report, illustrated by graphs/pie charts produced by Preston and John

Preston and John were thanked for the huge amounts of effort they put into formulating the graphs and pie charts, which give an excellent 'at a glance' gauge of the community responses in the questionnaire. Preston stated that there were still some tweaks to be made, and it was agreed that it would be useful to illustrate the results with quotes from the open questions.

**Action: Preston to finalise charts for presentation. All to assist with circulating suggested quotes to illustrate the charts.**

There were some themes that jumped out from the graphs - Jenny produced a very draft list of potential objectives and policy areas that could emerge from the results of the questionnaire to guide discussion at the meeting, and there was much discussion around these themes. It was agreed that these themes did generally capture the essence of the results, but there were a number of changes/amendments suggested.

Jenny agreed to amend the objectives or themes to capture the discussion of the meeting.

**Action: Jenny to re-draft objectives/themes to assist the group in putting together a 'consultation document'.**

Gerry read out a suggested 'vision' that he had presented to the group a few weeks ago, and agreed to circulate it for comment following the meeting.

**Action: Gerry to circulate Vision Statement.**

4. Finalise details of Public Consultation event on 22nd October 2013 between 4 and 9pm

Prior to the Public Consultation event it was confirmed that the group would present both results and proposals to the PC on 16<sup>th</sup> October. . Gerry who had previously volunteered to present progress to the PC is unable to attend. Preston and John agreed to present their data through power point, and other members of the Steering Group would also attend to assist with the presentation. Tammy confirmed that she would not attend if not needed for questions.

The Public Consultation event is to take place on 22nd October, from 4pm - 9pm. Rex volunteered to continue with catering arrangements, and NCC and NNPA said they could supply boards for the event.

Members of the Steering Group would take it in turns to be there.

David English advised that the opportunity should be taken to get feedback from the public at the event, and that it should be treated as a formal consultation whereby respondents are given the opportunity to respond in a number of ways (i.e. by e-mail/post, as well as at the consultation day itself). This would give the group a clear idea regarding whether the themes and ideas are moving in the right direction.

It was agreed to draft the vision and objectives as a 'consultation' document, with details of who to respond to and by when. Jenny agreed to re-draft the vision/objectives document with this in mind.

There was some discussion on the 'collection of public comments' document and Richard Powell's 'sift' document which sorted those comments into a more readable format.

It was agreed that the 'sifted' document was a work-in-progress document and should not be made available to the community, but it was agreed that a copy of the 'redacted' version of the 'full' collection would be available at the Consultation event.

5. Correspondence

None

6. AOB

None

7. Date of next meeting

Next meeting will be: **22nd October 9:30am, Tarsset Village Hall. Chair: Preston**