

## **Tarset and Greystead NDP Steering Group meeting held on 17<sup>th</sup> December 2013**

**Present:** Preston Hoggan (Acting Chair), Rex Cooper (Secretary), Gerry Gregory, Megan Nixon, John Holland (joined the meeting at 10.30am), Tammy Adams (NNPA), Chris Anderson (Planning Aid, joined meeting at 10.20am)

### **1. Introduction**

Preston explained that Chris Armstrong from Planning Aid to address the meeting at 10.15am

### **2. Apologies**

Apologies were received from Anne Munroe, Darrell Jackson.

### **3. Minutes of the last meeting**

After amendments to Item 6 re: direct support from Planning Aid and time slippage, the minutes were agreed as a true record of the last meeting.

### **4. Matters arising**

#### **Completed Actions:**

- Megan in receipt of written confirmation from Planning Aid for revised Planned Grant Finish Date of 30<sup>th</sup> April 2014. [Item 6]
- Rex in receipt of back minutes from Megan. [Item 6]
- List of materials required for architects received from Jenny Ludman. [Item 6]
- Chart personalised to Tarset and Greystead by Preston, distributed to group. This chart supports the project plan by indicating the progress of every activity within each stage needed to complete the Plan – the recorded status is either ‘Completed, In progress or Not started’ [Item 7]
- Supporting documents and conditions for grant and direct support from Planning Aid read by all. [Item 7]

#### **Actions carried forward**

- Invite Michael O’Brien, Northumberland Water, to meeting on 7<sup>th</sup> January 2014. (Rex) [Item 4]
- Presentation to the Parish Council to be made in January 2014, identifying work required from the steering group to complete Plan in 2014. [Item 6]
- Material for architects to be ready for meeting on 7<sup>th</sup> January. (All) [Item 6]
- To add policy excluding major wind-farm development to draft Plan. (All) [Item 6]
- Review need for Sustainability Policy at future meeting as Sustainability Appraisal may be sufficient (All) [Item 7]

**Action: Tammy to forward NP’s Sustainability Appraisal for reference.**

## **5. Support for the work of NPSG and the role of the NNPA**

Through discussions, Tammy clarified: Frontrunner funding is just under £17,000 from which independent consultants can be employed to progress the Plan; National Park representative support at meetings is available on a needs basis – two weeks notice of the intended agenda will hopefully enable the appropriate representative to be booked to attend the meeting; Sarah Dyer (Conservation Officer at NNP) may be available to assist under NNP funding, depending on time needed- Frontrunner money may need to be allocated to supplement costs.

Preston reiterated that the support, knowledge and advice on planning matters provided by Northumberland National Park to the steering group, has been and will continue to be invaluable.

Preston confirmed that Rex (Secretary) is the single communication point with NP.

## **6. Locality funding and attendance of Chris Anderson**

(John Holland joined the meeting at 10.30am)

Chris Anderson was introduced and welcomed to the meeting at 10.20am. Following a brief explanation of our work to date, it was agreed that Planning Aid provides support and advice on: Evidence Base, drafting planning policy, Sustainability Appraisal and Basic Conditions Statement. The aim is to start this support from 21<sup>st</sup> January 2014.

**Action:** Chris to assign 'local' Planning Aid volunteers

**Action:** Chris to forward Allendale Sustainability Assessment for reference

**Action:** Forward brief information outline of Tarsset and Greystead Neighbourhood Plan to date and what needs to be done, to Chris before 21<sup>st</sup> January 2014 (Rex)

## **7. Update on members' tasks – Plan section work- NP plan layout, format, design**

- John Grundy's list in process of being copied (Preston)
- Jan Ashdown is currently forwarding heritage list and will continue to send updates when completed by TAG. (Anne)
- First draft of Introduction to Neighbourhood Plan in progress. (Preston)
- Evidence base in progress (Megan)
- Communication and Engagement Strategy in progress (Megan)
- Information for architects in progress (Anne)
- Update of Project Plan in progress (Gerry)
- Organise hard copies of evidence (Rex) after completion of Evidence Base list (Megan).

Action: Research layouts of existing Neighbourhood Plans and produce a 'draft' format for T & G Plan's design layout. (John and Preston)

## **8. Date of next meeting**

Next meeting will be: **7th January 2014 at 9:30am, Tarsset Village Hall. Chair: John Holland**