

Tarset and Greystead NDP Steering Group meeting held on 1st July 2014

Present: Darrell Jackson (Chair), Rex Cooper (Secretary), Preston Hoggan, Mary Lou Downie, John Holland, Anne Monroe, Megan Nixon, David Watkins, Jenny Ludman (NNPA), Kevin Tipple (NCC).

1. Introduction and apologies

Apologies from David Watkins who had been delayed.

2. Matters arising from June sessions and meetings

- Everyone confirmed receipt and value of Task Schedule distributed by Chris Anderson (Planning Aid). This was compiled following on from the Policy Development session held on 17th June 2014.
- Darrell confirmed that named contacts had been established:

Forestry Commission: Richard Gilchrist. Community Support Officer

01434 20221015 and 07788916821

Richard.Gilchrist@forestry.gsi.gov.uk

Northumbrian Water: Lee Taylor. New Development Team (Planning)

0191 4196746

No e-mail address as yet.

3. Recent public consultation – 25th June 2014

58 residents attended the consultation event on 25th June 2014. Useful informal discussions took place before and after the presentation. The introduction by Darrell, an update of progress since the last consultation by Preston was followed by a formal presentation by Spence and Dower outlining some of their work. Questions from the floor raised issues about opportunities for young people to gain employment and affordable housing; impact of agricultural (CAP) and forestry on the area; prevention of noise pollution; query about enforcement of policies.

Following the consultation meeting, Preston has compiled a handbook of the displayed information which is now available for reference in the Holly Bush. Preston distributed individual copies to each member of the steering group.

Actions:

- Send a reminder via Tarset Mailing about importance of returning completed response forms. Deadline midday 5th July. **[Darrell]**
- Send personal e-mail/ letter to landowners encouraging them to complete response form. **[Anne]**
- Input data from received hard copies of response form online to ease analysis of information. **[Rex]**
- Analysis of information from consultation event **[Megan]**

4. Progress on Design Guide

Although it was our intention to incorporate Spence and Dower's full work into the Neighbourhood Plan, the size of the proposed combined (policies/ design guide /landscape characterisation, sensitivities) document would be huge.

It was agreed that policies (Neighbourhood Plan) and design guide would stand alone.

Confirmed agreement that Spence and Dower's completed work to be put forward as Supplementary Planning Document for Tarset and Greystead Neighbourhood Development Plan.

Action: Start discussions with NNC and NNPA to establish procedures for this document to be adopted by each Authority. **[Kevin, Jenny]**

Agreed that at the next meeting, we will review the composite document to identify any omissions / errors, if any extra maps are needed, also to identify particularly useful sections to use directly in the Neighbourhood Plan.

John suggested, and it was agreed, that we should avoid adding any information to this SPD that will date it, thereby eliminating the need to review it in five years' time.

Action: Read Spence and Dower's composite document, making notes on the above and any other relevant points so that we can efficiently go through it at the next meeting. **[ALL]**

5. Policy writing

➤ Draft copies for Chris at Planning Aid

Renewable energy [Preston, David] Sent

Conversion of redundant buildings [Rex, Anne, Megan] Ready to be sent **Action: Megan**

➤ In progress

Conservation and Heritage [Preston, Anne. Mary-Lou]

Landscape [Mary-Lou, Megan]

Tourism [Mary-Lou, Megan]

➤ To start

General Principles Policy [Anne, Megan]

New Development in Lanehead [Darrell, John Holland]

New Development in Greenhaugh [Darrell, John Holland]

Our Sustainable Local Economy [David Watkins]

Community Facilities/Assets [Preston, David]

Other policies areas may be identified as we go through information e.g. broadband

Kevin gave a reminder that all proposed policies must conform to NNP core strategy and NCC.

Part of the purpose of submitting the draft policies to Planning Aid is so that Planners can check this with statutory documents. It was agreed that copies should also be sent to both Kevin and Jenny, for comment.

Action: Send copies of draft policies to both Jenny and Kevin **[All]**

David Watkins joined the meeting at 11.15am

6. Review and update Project Plan

After discussion, it was agreed the GANT chart be updated defining key dates including: analysis of information from June's consultation event, agree what other policies are needed, draft policies to be completed by the end of July 2014, structure of plan to be formalised on 15th July 2014, draft plan ready for the end of September 2014

Actions:

Send current GANT project plan to John [Preston]

Update Project Plan [John]

7. Correspondence

Rex presented a financial update received from Emily Dobson on 1st July which indicated that there is a balance of £5,800 for the Plan. This does not equate to the estimate of about £16,000, calculated by the NDPSG. This impacts on engaging specialist support (e.g. Sarah Dyer – Historical assets) at this critical time of planning.

Actions:

Clarification of remaining budget is urgently required [Rex]

Draw up specification of need for Sarah Dyer's support. Send to Jenny Ludman [Anne]

8. AOB

Format of the actual Neighbourhood Development Plan has not yet been outlined or agreed.

Action: Define structure / format of Neighbourhood Plan for meeting on 15th July 2014 [Preston / John]

Deadline for Locality Funding was 30th June 2014. Agreed that Spence and Dower be asked for an invoice (about two thirds of the total quote) as an interim payment for work to date. This to be paid immediately from the funds held and ring-fenced in the Parish Council account.

Actions:

Arrange for receipt and payment of interim invoice to Spence and Dower [Rex]

Contact Locality to arrange for final instalment of grant to be paid into Parish Council account [Megan]

9. Date of next meeting

Next meeting will be: **Tuesday, 8th July 2014 at 10.00am, Tarsset Village Hall.**