

## **Tarset and Greystead Neighbourhood Development Plan Steering Group**

### **Minutes of meeting held on January 21<sup>st</sup> 2014**

#### **Present:**

Anne Monroe (chair), Preston Hoggan, Megan Nixon, Rex Cooper. Tammy Adams(NNPA)  
Michael O'Brien (Northumbria Water) to join meeting at 10.30.

#### **Apologies:**

Received from John Holland

#### **Minutes of last meeting:**

These were accepted as a true record

#### **Matters arising:**

1. NNPA Sustainability Appraisal has still not been received. Tammy Adams was reminded.

#### **Action: TA to supply Sustainability Appraisal**

2. **Locality Funding** : No contact from Chris Anderson regarding volunteer. He had been expected at this meeting.

**Action: Rex to contact and clarify the situation and to ascertain CA's availability for the policy workshop.**

3. **Policy Writing** : Hall is now booked for the 28<sup>th</sup> and Jenny Ludman is available

4. **Heritage List**: Preston updated the group. There is now a list of categories and the work to identify and classify the assets is underway.

5. **Evidence Base**. List has been received by all.

**Action: Jenny Ludman will asked to check this for omissions in due course**

6. **Communication and Engagement Strategy**. Now received by all

7. **Updated Project Plan**.

**Action: Preston will share with PC at the meeting on 22<sup>nd</sup> January**

#### **Main Agenda**

5. **Project Plan**. This was dealt with in 7 above.

6. **Supplementary information for Spence and Dower**. The email from Tina Gough was discussed and her queries answered. Key responses were that work would be commissioned by the end of February with the group looking for completion by the end of April or the

beginning of May at the latest. In addition it was made clear that we were looking for a design and landscape guide as a complete package and not two separate pieces of work. It was also explained that the policy formation and the work on the guide would proceed in parallel.

**Action: Anne will contact Tina with regard to this and also make sure that other firms receive the same information to enable all to clarify before tenders are submitted.**

**7: Liaison with Northumbria Water:** Michael O'Brien attended and was brought up to date on the work of the group. It was an especially helpful exchange with Michael being appraised of the aspects of water supply in the Parish that had emerged from the community consultations.- 36.6% of respondents not being on mains supply. Northumbria Water's link to tourism within the Parish was also explored. Further meeting will be arranged if necessary.

**8. AOB :** Rex asked for prompt response to his communications – this had not always been happening and resulted in difficulties. In addition he asked that minutes be completed within three days of any meeting. This was agreed.

**9. Date of the next meeting and nomination of chair:**

February 4<sup>th</sup>, 9.30 am. Chair: Megan Nixon.