

Tarset and Greystead NDP Steering Group Minutes for meeting held on 7th October 2014 at 10 am

1. Introduction and apologies

Present: Darrell Jackson (Chair), Preston Hoggan, Megan Nixon, Anne Monroe, Jenny Ludman (NNPA), Mary Lou Downie and Kevin Tipple (NCC).

Apologies from David Watkins, John Holland and David English (NCC).

2. Minutes and Matters arising from meetings of 23rd September 2014

Amendments to Draft Minutes of meeting 2nd September:

There were no amendments and the minutes were agreed as a true record.

3. Matters arising:

Jenny has arranged to meet the NNPA GIS Officer on Wednesday 15th October to discuss availability of maps and overlays for the Plan. The Group needs to consider exactly what detail is required, as the Plan emerges from Jenny's writing.

Re 4.3: Darrell has received the latest version of Spence and Dower's work; electronic and hard copy has been distributed to the Steering Group members.

See Item 6 below re Greenhaugh boundary.

Re 4.7 i: Kevin will send Megan the Allendale Neighbourhood Plan's Community Engagement Statement as an example. It will be available online from 17th October.

Action: Kevin.

Re 6.1 & 6.2: The General Development Principles and Design Policy has been split into its two components but still needs further work.

Action: Megan and Anne

Re 6.3: The query re Spence and Dower's 'roof forms' requirement has still to be followed up.

Action: Darrell.

Re 7.1 and 7.2: see Item 4 below.

Re 7.3: It was agreed to inform all consultees on the list circulated by Kevin, by email, that the Plan is in train and what are the general policy areas. This should include those bodies already contacted.

Action: Megan

4. Planning Group Secretary position.

Darrell has written to Rex thanking him for his contribution to the Group's work. He has received all hard copy materials from Rex, but those held in electronic format have yet to be backed up. Rex will provide Darrell with back-ups on a memory stick. Darrell will also check which individuals and organisations Rex has told that he has relinquished the role of Secretary and ensure any others know of the change.

It was agreed that Darrell would take over the role of Secretary, since at this stage it consists mainly of producing agendas, finalising minutes and acting as a central contact point for communications.

Action: Darrell.

5. Non-planning issues identified by local people.

Megan has created a list of non-planning issues drawn from all the community consultations. Some issues could be grouped, for instance under the heading of a 'transport plan' or by theme such as 'supporting businesses' or by the body responsible for action. It is important that the Plan shows they have been addressed, but it is not yet clear whether they would best be embedded within the Plan's different sections as Community Action Proposals or within a dedicated section, perhaps with a table appended showing the issues, bodies responsible for action, timescale etc. Since many of the issues would fall to the Parish Council to pursue, it was agreed to pass the list in the form of a table to the PC Clerk, Kate Chadwick for consideration at the next meeting. The format for inclusion in the Plan can be decided after the PC has responded, ideally with a strategy for addressing the issues, though it was recognised this may not be ready in time for completing the Plan.

Actions: Darrell to speak to Kate Chadwick, Megan to create the table of issues.

6. Review of Spence and Dower's amended document

6.1 Spence and Dower's updated work responds to most of the points they were asked to address. Some of the maps do not fully meet the Plan's needs but can be used as an evidence basis for designing maps to include in the Plan. This will best be done when Plan writing is further advanced and decisions can be finalised such as whether to include 'clusters' on the maps.

6.2 The Gateway views have been addressed on page 9, but 'The Northern Gateway' omits the route running from the Sundaysight access road to High Lake Cottage.

6.3 There was discussion concerning the Northern boundary of Lanehead on the page 48 map: the Lanehead road-side sign opposite the Village Hall was suggested as a suitable marker. Policy wording for development in Lanehead is still being formulated and discussion ensued over the need for it to encompass 'wider Lanehead' and the role of clusters including that at Box Lane, as suitable locations for development. Some reservations were expressed over Spence & Dower's 'clusters' terminology, as perhaps wrongly implying they are suitable

locations for development, but it was agreed there was no need to revise this in their document since its role is as an evidence base and clarity can be achieved when writing the policy itself.

6.4 It was agreed that the properties at Box Lane should be named as such in the Plan, rather than 'High Newton Cluster' which is the current label.

6.5 It was agreed that there is no need to mirror the 'where, what, how' analytical structure in the Plan itself.

6.6 It was also agreed that point 6.2 above needs to be raised with Spence and Dower, as well as thanking them for the amended document and asking them to complete changes as soon as possible to trigger final payment.

Action: Darrell.

7. Heritage Assets Policy 3rd Draft

7.1 Preston and Anne tabled Draft No. 3 with the eleven heritage checkpoints extracted as an Appendix. Policy requirements have been refined and tightened but there was concern that the requirements may be overly onerous, especially for smaller applications. A Heritage Statement would be required for applications affecting heritage assets or their settings, defined by inclusion in the Tasset Archive Group Atlas of Archaeological and Historical Sites 2006, (The TAG Atlas). This document is currently being added to and revised. The Heritage Statement would explain how any such asset or its setting would be affected by the development. The Planning Authority would then assess whether this was accurate and adequate before accepting the application.

7.2 It will be important to facilitate applicants' and both Planning Authorities' access to the TAG Atlas data, ideally by including it in a publicly accessible GIS map. This type of map is not currently publicly available for the area, making it difficult for applicants to discover whether a Heritage Statement is necessary. The data is currently available as a list with grid references, although there is some doubt over the absolute accuracy of some. It is also cross-referenced to numbered points on a series of maps.

Action: Jenny to explore with NNPA GIS Officer the possibility of making this available to the public.

It was decided to reduce the stringency of the requirement to consult relevant heritage documents, by removing the words 'including at least the following'.

Action: Anne and Preston.

The timescale for revising the TAG Atlas is uncertain as is responsibility for any future amendments. Jenny needs a copy of the TAG Atlas.

Action: Mary Lou.

8. Any Other Business

8.1 Jenny reported that she has made progress with writing the Plan and it was agreed to defer further consideration of the new work to the next meeting. It is running approximately one week behind schedule due to late delivery of Spence and Dower's amended work.

The next scheduled task is policy writing, based on the Group's current policy drafts, with Kevin's help and building on the recent work Jenny has done on the evidence base.

An electronic copy will be emailed of the work to date, but a further version will be available for next week.

Action: Jenny and Darrell.

8.2 The draft Community Assets policy is not ready yet.

Action: Preston and David will progress it.

8.3 Some Plan content could usefully be provided by Group members for Jenny to include, for instance an Introduction from the Chair. The Group was invited to volunteer other useful material written and otherwise, including photos of the Gateway Views and suggestions for map overlays.

Action: All

9. Date of the next meeting

The next meeting will be on Tuesday 14th October at 10.00 a.m. in Tarsset Village Hall.

The Hall will not be available on 28th October. Darrell kindly offered to host the meeting that day.