

## **Tarset and Greystead NDP Steering Group, Minutes of meeting held on 7 January 2014**

**Present: John Holland (Acting Chair), Preston Hoggan. Megan Nixon, Anne Monroe.**

### **1. Introduction:**

Unfortunately Gerry Gregory has submitted his resignation. The Group wished to record its thanks to Gerry for his contribution, especially to the key timeline plan. The remaining Group will endeavour to keep to the timings he outlined!

### **2. Apologies:**

Received from Rex Cooper, Darrell Jackson, and Michael O'Brien

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

Accuracy: One point to alter. Preston had stressed during the meeting that while there Group members have many different abilities/areas of expertise, they are not planners and do need NNPA & NCC support.

**Action: Megan to re-draft and circulate**

### **4. Matters arising**

#### **(1) Action by Group members:**

**Michael O'Brien to be informed of date of next meeting & invited (John Holland)**

**Preston to take copy of forward plan to next meeting of Parish Council on 22 January, explaining what has been accomplished & what the priorities/next steps are.**

**Anne to finalise letter to architects by Friday 10 January, and letter to be agreed via email so that Rex can send out the agreed letter in advance of next meeting. To be sent with evidence base list and information on significant views from Residents' Questionnaire**

#### **(2) NNPA's Sustainability Appraisal:**

Still to be forwarded by Tammy

#### **(3) Locality Funding:**

In view of extra funding, Megan proposed and all agreed that the Group should employ Jenny Ludman direct, especially in view of Gerry's resignation. Her fee is £250 per day, so the group felt it was important that Jenny be asked to undertake specific tasks, which make full use of her expertise & skills.

**Action: Rex to contact Jenny on her return.**

#### **(4) Policy writing:**

John proposed & all agreed that the Group should 'blitz' work on the draft Plan by arranging a policy-writing one-day workshop, with Jenny in attendance. The design brief would run in parallel to this.

**Action: proposed date for policy-writing workshop: Tuesday 28<sup>th</sup> January. Rex to check Jenny's availability & book Village Hall.**

## **(5) Update on Heritage List**

Preston updated the group on progress he and Anne had made. Concerns that John Grundy's list is still being used when assessing Listed Building applications, as spot-checks suggest it is far from comprehensive. For the evidence base, Preston/Anne will use the Tasset Archive group 2013 list, which is essentially a revision of the 'Atlas of Archaeological & Historical Sites (2006)'. However they will divide it into new categories to assist the Group in considering which assets may need further protection in the draft Plan. Protection for Grade 1-2 buildings is already in place. Grades 3 & 4 are not apparently official designations, and it is these buildings particularly, therefore, that may need to be covered in the draft Plan. Megan noted that [magic.defra.gov.uk](http://magic.defra.gov.uk) also lists heritage assets.

**Conclusion:** the group will draft a policy on heritage assets, and the TAG list will form part of the evidence base, together with the 2006 document.

**Action:** Preston/Anne to check Defra list, and finalise division of list into new categories

## **(6) Evidence base:**

Megan has drafted in two parts: (a) Publications/data (b) Other evidence. The latter covers evidence of the Group's activities, eg consultations, Tasset website, press releases

**Actions:**

**Megan to circulate list for the Group to review.**

**Jenny to be asked in due course to check the evidence base**

## **(7) Communication and Engagement Strategy**

Drafted and tabled by Megan. It was agreed that only the names of businesses/farms should be listed on the data for submission, and that this data should contain no individual names. However, names of individuals, eg farmers, may be retained on the Group's own database.

**Action:** Megan to circulate. Preston to feed back on this to Parish Council

## **(8) Update of Project Plan.**

Gerry had kindly updated this before leaving the Group. A key target is that a draft Plan should be in place by the end of February. After discussion it was noted that the end of February presentation to the Parish Council is not of the full draft Plan, only work in progress, and this looks achievable.

**Action:** Preston to update Parish Council on the timeline; the group is still targeting the end of 2014 as final deadline.

## **MAIN AGENDA**

**5. Project Plan** – dealt with above.

## **6 Funding update**

Verification from Tammy that full funding is still available to the group – confirmed at last meeting

## **7 Liaison with Northumbria Water:**

**Action:** Michael O'Brien to be invited to the meeting on 21<sup>st</sup> January (Rex)

## **8 Any other business**

**Action: all**

**It was agreed that once the Minutes of each meeting have been adopted, they should be sent to Megan to be placed on the Tarsnet website.**

**Date of next meeting/Chair nomination**

**Tuesday 21<sup>st</sup> January, 9.30, Anne to chair.**