

LONGHOUGHTON NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

MINUTES OF MEETING HELD 06.03.19

1 **Present: Peter Bromley, Adrian Hinchcliffe, Bill Bell, Carole Green, Andrew Willmott, Margaret Robinson, Chris Thomas.**

2 **Apologies for Absence:**
Ayshea Lewis, Councillor Wendy Pattison, John Haughie, Sarah Brannigan

3 **Welcome to new Members**
A welcome was given to Margaret Robinson who represents Boulmer Memorial Hall and Chris Thomas who represents the Longhoughton Community and Sports Centre.

4 **Approval of the Minutes from 30.01.19**
Were approved as a correct record.

5 **Matters Arising from the Minutes**

Minute 9. In view of the confusion caused by the Steering Group being responsible for the implementation of the Detailed Action Plan for the Longhoughton Review and NDP, the Parish Council has decided to separate the two. The Councillors for Longhoughton plus Adrian Hinchcliffe will take forward the Longhoughton Review leaving the NDP Steering Group to focus solely on the NDP. There is significant overlap between two projects and this is identified by comment against the Actions of the Longhoughton Review. A copy of the Detailed Action Plan of the Longhoughton Review to be circulated to Members for information. **Action Adrian**

6 **Membership Update**

The following progress was reported:

Parish Council. Membership complete. Peter Bromley, Adrian Hinchcliffe, William Bell, Carole Green and John Haughie.

Northumberland County Council – Councillor Wendy Pattison.

Village Halls & Longhoughton Community and Sports Centre.

Howick Village Hall – John Haughie, Boulmer Memorial Hall – Margaret Robinson.

LC&SCT – Chris Thomas.

Business Including Farms: No appointment. Mr Hodgson of Red Steads Farm, Howick was suggested. Margaret Robinson to make an approach. **Action Margaret**

Bryan Ellis was also mentioned - **Action Adrian**

St Peter & St Paul's Church, Longhoughton – Andrew Willmott.

Royal Air Force – Ayshea Lewis

Youth Representation. Ayshea had suggested that the Youth Leader may be interested in standing for this position. Agreed that she should be asked. **Action Ayshea**

Four Community Representatives

Members were asked to see if they could identify suitable people to join the Steering Group Ms Stennell was suggested – Andrew Willmott to make the contact. **Action Andrew**

Kenny Middlemiss and Allison Frater were suggested – Adrian to make contact. **Action Adrian**

Jeremy Carr was also mentioned but he does not have the means to receive electronic communications.

The question was raised as to whether the Headteacher at Longhoughton Primary School should be a member of the Steering Group. The Chair undertook to speak to her. **Action Adrian**

7 **Themes and Issues**

The themes and issues paper had been drawn from the Longhoughton (2018) and Boulmer (2017) Surveys/Reviews that are basic evidence in supporting the NDP. Both Reviews started with capturing the Issues and Needs identified by residents through the surveys. These and the subsequent Actions Plans could be directly linked to the themes and issues.

These themes and issues would become increasingly important in determining the objectives and the vision.

8 Draft Vision and Objectives

The draft vision and objectives had been compiled to reflect the Themes and Issues coming from the Longhoughton and Boulmer surveys. This was the first attempt at putting these together.

The Advice from Sarah Brannighan was that the vision should describe what we want the neighbourhood area to be like at the end of the plan period. It may cover what we hope the area will look like, what facilities it will have and what it will be like to live and work there. The vision should be concise and locally distinctive, it should be strong and positive to give people a sense of ownership of the neighbourhood plan and enable the Parish Council to secure community support.

Sarah also said that the objectives must set out what we want to achieve in order to help make the 'vision' a reality. For each element of the vision there must be one or a number of objectives, which must relate to land use and should clearly link back to the issues we are seeking to address through the NDP.

Sarah has offered to hold a workshop to help clarify the vision and objectives working from the evidence that has been compiled through the Boulmer and Longhoughton surveys.

The Group accepted this offer and it was suggested that this should be the main focus of the next meeting.

9 Housing Needs Survey

A paper was considered that put forward the reasons for a Housing Needs Survey and a proposed questionnaire. This had been put together for members to consider the background to the Survey and as a guide for Community Action Northumberland (CAN) who would be commissioned for carrying out the survey. The survey would provide vital evidence of the need for new housing from the existing population in terms of the number, type and location.

Discussions had been held with CAN who was willing to undertake the survey free of charge provided they gained funding from NCC for the purpose. New funding was due on 01.04.19.

Bill Bell stated that there were some inaccuracies in paragraph 4 of the paper. He was invited to submit an amended paragraph that would be circulated to all members (see attached).

Members attention was drawn to the position of the RAF housing. This housing is for RAF personnel and their families but normally they are only in Longhoughton for around two or three years before moving elsewhere. These families occupy 150 houses and make up around 35% of the population. A key question is whether these families should be included in the Housing Needs Survey. The decision on this will be the responsibility of the RAF.

The Housing Needs Survey would only identify the demand for housing from the existing population. It would also be essential to identify the demand for housing from people who do not currently live here. **Methods of achieving this calculation have still to be identified and once this is done a proposal will be brought back to the Steering Group.** **Action Adrian**

The paper was accepted subject to the points mentioned above.

10 NDP Web Site Structure and Content

The web site is to be an important part of the consultation and communications strategy that was approved on 30.01.19. An investigation had taken place into whether the existing Parish Council web site could accommodate the needs of the NDP. The PC web site is hosted by Community Action Northumberland (CAN) and the basic framework is used by over forty Parish Councils. Due to this there is inflexibility in the structure and it had been concluded that it could not be developed to give what is needed for the NDP.

An outline specification has been produced of the content and what the web site would look like and a quotation for the build had been obtained from Mysoft of between £300 to £500 including the domain and hosting costs. Second year and subsequent years costs would be around £70pa for hosting. The meeting considered that this was a reasonable quotation and approved the development.

Action Adrian

The NDP web site would be independent but would be also linked from the existing PC web site by a hyper link.

11 Consultations

The first consultation was to be concerned with the vision and objectives and the links to the Longhoughton and Boulmer surveys. The timing for this seemed to be during the month of May/June. This would be followed by the Housing Needs Survey probably in July.

NCC has offered to help with the Vision and Objectives survey and CAN would be informed of the likely timing for the Housing Needs Survey. More detailed proposals would be put together for the next meeting on the Vision and Objectives Survey.

12 Date of the Next Meeting

It was agreed that the next meeting should be partly devoted to the Vision and Objectives workshop. The Chair would determine the availability of Sarah Brannigan and the date would be emailed out.. The target would be early April.

The meeting ended at 8.45pm