

LONGHOUGHTON NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

MINUTES OF MEETING HELD 12.12.18

- 1 **Present: Adrian Hinchcliffe, Bill Bell, Peter Bromley, Andrew Willmott.**
- 2 **Apologies for Absence:**
 - a) **Members - Eleanor Phillips, Carole Green, Robert Wildsmith, Ayshea Lewis, John Haughie, Councillor Wendy Pattison.**
 - b) **Advisor – Sarah Brannigan (NCC)**
- 3 **Election of Chair and Vice Chair**
 - (a) **Chair: Adrian Hinchcliffe was proposed, seconded and duly elected.**
 - (b) **Vice Chair: Peter Bromley was proposed, seconded and duly elected.**
- 4 **Terms of Reference.**

Noted, but subject to the comment from Sarah Brannigan re the role of the County Council.
To be updated and presented to the Parish Council **Action - Adrian**
- 5 **Membership Reporting and Administrative Arrangements.**
 - a) **Membership of Steering Group**
 - Village Halls & LC&S Centre – To write inviting membership.
 - Business Community – Circular email around All businesses inviting membership – to include Quarries, Caravan Parks, Farms, Co-op, Hair Salon.
 - Youth representative – Talk to Youth Leader
 - Community Representatives – contact members of the Longhoughton Review Steering Committee – advertised in the Newsletter.
 - Longhoughton Community Ventures Ltd – suggest dropping this representation.
All above - Action - Adrian
 - A one sheet summary of the NDP Project to be produced for circulation to prospective members of the Steering Group. **Action - Peter**
 - The Parish Council representation for the Longhoughton Ward to be reviewed.
Action - Adrian
 - b) **Ways of Working**

Agreed that several working groups will need to be formed to develop various proposals. The Steering Group will issue terms of reference to any sub or working group. Each Working Group will report to the Steering Group.
 - c) **Meetings of the Steering Group.**

Will meet when the business demands it.
 - d) **Report to the Parish Council**

The Steering Group will report to the PC at each monthly meeting. The Chair and Vice chair will deliver the report.
 - e) **Recording of the minutes**

Agreed that we should record decisions and actions. Try to keep them brief. Not to record what each person said.
 - f) **Timetable**

We will endeavour to put forward a draft timetable at the next meeting. It will record key points in the process.
 - g) **Budget**

The budget over the two years is somewhat vague at the moment. A draft budget will be presented at the next meeting.

- h) Liaison with Other Councils.
Agreed that it is essential to learn from other Councils who have gone through or are going through the NDP process.

6 Vision, Aims, Initial Scope and Statement of Intent.

- a) Purpose of the Document
The document is intended to set out the purpose, scope and methodology for the project to prepare the DNP. It is intended to be a reference document for anyone involved with the Project. It will be added to or changed as the project moves forward. A shortened summary of the document will be produced for people and organisations that only need an overview of the Project. **Action – Peter to maintain document and produce single page summary.**
- b) Timeframe
The NDP timeframe is twenty years (say 2019 to 2039?) to line up with the Northumberland Local Plan.
- c) Vision, Objectives and Policies
The NDP is primarily concerned with land use for whatever purpose. However, other community issues such a social, health, road safety, and community facilities do impact upon the use of land. As such, these issues will be recorded in the Plan so that a comprehensive understanding can be given of the issues facing the community and the policies that are developed and included for land use.
Sarah Brannigan made some comments on the inclusion of certain objectives and Core Policies in the paper on the basis that they are not land use items.
Action – Peter to contact Sarah to discuss these items.
- d) Housing
Housing is a core land use issue. Agreed that reference should be made to ‘holiday lets’ in addition to second homes that is already mentioned. **Action - Peter**
- e) Project Development
Noted that a number of projects that have arisen out of the Longhoughton and Boulmer Reviews will be taken forward as part of the NDP Project. These are listed at Appendix 4 of the paper and will be re-scheduled into ‘land use’ and ‘non land use’ projects. However, it must be noted that the NDP project covers the whole of the Parish. **Action - Peter**
- f) Working Policies
A series of ‘working policies’ will be developed over the next few months to aid understanding and bring out ideas.
- g) Actions for the Next Meeting of the NDP Steering Group
- The document to be updated. **Action Peter**
 - Discussion to be held with Sarah Brannigan **Action Peter**
 - The document to be extended to develop the outline included in this paper and to cover a review of the objectives and key issues. **Action Peter**
 - A draft Project Plan to be compiled. **Action Adrian & Peter**
 - A draft budget to be compiled. **Action Adrian & Peter**

7 Date of the Next Meeting of the NDP Steering Group Wednesday 30.01.19 at 7.00pm at the Longhoughton Community and Sports Centre.