

LONGHOUGHTON NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

MINUTES OF MEETING HELD 30.01.19

- 1 **Present: Peter Bromley, Adrian Hinchcliffe, Andrew Willmott, Ayshea Lewis, Councillor Wendy Pattison, John Haughie, Carole Green.**

In attendance: Sarah Brannigan, NCC Advisor.

- 2 **Apologies for Absence:**
Bill Bell.

- 3 **Approval of the Minutes from 12.12.18**
Were approved as a correct record.

- 4 **Matters Arising from the Minutes**

Minutes 6(a) A single page summary was produced. To be circulated round the members.

Action Adrian

Minute(a) Timeframe of the Plan'

It was noted that the timeframe for the NDP will be 2036 which is in line with the Northumberland Local Plan.

- 5 **Membership Update**

The following progress was reported:

Parish Council. It had been agreed to reduce the number of Parish Councillors on the Steering Group from seven to five. This would be three from the Longhoughton Ward and one from each of Boulmer and Howick Wards.

Village Halls & Longhoughton Community and Sports Centre. An invitation had been sent to the three. No responses had been received but John Haughie said that he would also represent Howick Village Hall.

Business Including Farms: An invite had been sent to David Purvis and James and Louise Forsyth. David Purvis had not responded but the Forsyth's had said they were not able to give the time.

Longhoughton Community Ventures Ltd. It was thought inappropriate for LCVL to be represented on the Steering Group due to three of its four Directors being Parish Councillors.

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

Action Ayshea

Residents. Two members of the Longhoughton Village Review Steering Group had been contacted to see if they wished to take positions on the Steering Group. One has moved away and the other considered she was too old. One other resident had shown some interest and was to be present at the meeting but due to illness was not present.

Members were asked to see if they could identify suitable people to join the Steering Group including a business representative.

Action All

Councillor Pattison asked it to be noted that she may not always be able to attend due to other commitments but would try to be present. Members appreciated her presence and understood her situation.

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

- 6 **NDP Steering Group Budget for 2019/20.**

A draft budget had been produced by the Chair and Vice Chair. It was needed earlier in January for inclusion in the Parish Precept. The budget forecast grant income of £8,000 and total expenditure of £11,040. The estimation of expenses had been done without a clear understanding of how the Project may progress and what level of expenses would be incurred. Nevertheless it was approved as the Project budget for 2019/20 and knowing that the Project would continue into 2020/21.

It was noted that the daily cost of the Consultant would be more like £550 rather than the £300 that had been budgeted for. The compensation may be the number of days that the Consultant is employed. It was also noted that the first grant is £9,000 and not £8,000 that had been included in the budget. These would be treated as variations from the budget.

7 Project Plan

A draft Project Plan was presented. Again it was stated that it was our best assessment at this point in time and as the Project progresses and progress issues became clear it would be refined.

A number of issues were raised and discussed in term of the priorities for developing the Plan, These are set out in more depth in minute 9 below.

Sarah mentioned a paper issued by Newbiggin that she thought would be helpful. She offered to send the paper.

Action Sarah

John Haughie stated that he would shortly be circulating a questionnaire around Howick residents which would be the equivalent of the Boulmer and Longhoughton Reviews.

8 Consultation and Communications Strategy.

It is an important requirement that the Parish has a well thought out consultation and communications strategy. The NDP has to reflect what people of the Parish wish to see happen over the next 17 years. The residents will ultimately vote whether to accept the Plan, therefore it is so essential that a consultation and communications strategy is in being to engage with residents and capture the evidence to back up the Plan.

The meeting accepted the Plan but thought it was ambitious.

All consultations and communications would be logged starting with the Boulmer and Longhoughton Reviews.

Statutory consultees must also be consulted. Sarah to provide the names of these. **Action Sarah.**

A question was raised about whether the NDP would have its own web site or would it be within the Parish Council web site. It was also stated that it will be essential to nominate an email address for people to respond to. The point on the web site needs clarification. It was noted that Newbiggin has a separate web address.

Action Adrian & Peter

9 The Key Issues and Identifying the Way Ahead

The meeting considered a paper produced jointly by the Chair and Vice Chair. The paper combined actions stemming from the Longhoughton Review and Boulmer Review and the key steps that have to be taken in preparation of the NDP. The paper also combined some outstanding actions from the Longhoughton Review. This combination appeared to be confusing and a better way of presenting the two tasks needs to be developed.

The following points were stated in respect of the NDP:

- The NDP must be concerned with key land use issues.
- Housing. The County allocation for the Parish is 88 dwellings minimum for the plan period. Chancel Place takes up the majority of that allocation. A housing needs assessment would identify the type and tenure and the issue of where the houses should be located is a key point. Sarah urged the Members to look up the inter-active plan on the Councils web site showing 'affordability'.
- Minerals. Sarah made the point that Central Planning is responsible for minerals planning applications, so the NDP could not establish policies for this feature. It was agreed that minerals extraction in the Parish is a significant activity and that the NDP should be concerned with the 'after use'. Sarah pointed out that any planning applications cover the after use.
- Overall NDP Plan. It was suggested that our priority should focus on the purpose of the plan and move to developing draft policies for the topic areas identified. Sarah urged us to think about the users of the Plan. It was suggested that our proposed plan is very comprehensive,

perhaps too detailed, and more akin to a Town Council. We may have to rationalise the actions depending upon the number of people who volunteer to be involved.

- Community issues that inform the Plan can be included in an appendix.
- Working Groups. It was thought that we were being too ambitious with the number of working groups proposed and that they would get in the way of the purpose of drafting the policies. Volunteers to man these groups may not come forward.
- The impact of the RAF population ought to be considered. Over the planned period this population can vary significantly. Ayshea was asked to look at other places like Scampton and look at whether they have a NDP in place and how it deals with the RAF impact.

Action Ayshea

- Updating of the Plan. Once the Plan is approved it will need to be updated every five years.

Actions relating to the Longhoughton Review:

- These need to be considered separately.
- What can be achieved will depend upon the volunteers coming forward.

10 Next Steps

The next steps set out in a paper to the meeting were agreed except it was thought that the drafting of the consultants brief could be pushed further back. Sarah offered to send some information on the grant application process.

Action Sarah

11 Any Other Business

(a) Planning implications of Energy

The topics for inclusion in the NDP do not include any aspect of energy. Over the plan period the availability of oil and natural gas will become less available and renewable sources will become more important. This may relate to community energy schemes or micro schemes at the domestic level. There may be planning implications for these. If they are not obvious now they could be picked up at the five yearly review.

(b) Northumberland Local Plan

The Group will be responsible for considering the latest Local Plan release and compiling any comments on behalf of the Parish Council.

12 Date of the Next Meeting

Wednesday 6th March 2019