

NOTES OF THE NEIGHBOURHOOD PLAN STEERING MEETING

MONDAY 10TH SEPTEMBER 2012 AT 3PM **IN THE COUNCIL CHAMBER OF THE TOWN HALL**

1. Present

Councillor Ken Brown
Councillor Graeme Trotter
Councillor David Parker
Councillor Nic Best
Councillor Peter Stonell
Councillor Mike Sharp
Councillor Andrew Kelly

Representing

Morpeth Town Council – Chairman
Morpeth Town Council – Deputy Chairman
Morpeth Town Council
Morpeth Town Council (left at 4.44pm)
Pegswood Parish Council
Mitford Parish Council (left at 4.50pm)
Hebron Parish Council (left at 4.50pm)

David English
M O Brian

Northumberland County Council
Newcastle University

Clerks

Miss Gillian Turner
Mrs Angela Logan
Mrs Dee Cota

Morpeth Town Council
Morpeth Town Council
Morpeth Town Council

Apologies for absence were received from David Rowlinson (Northumberland CC), Ian Campbell (Morpeth TC), Councillor Herne (Morpeth TC), David Lodge (GMDT).

The Chairman welcomed all members present and invited introductions.

2. Notes of the meeting held on 13th August 2012

The notes of the meeting were approved with the following amendment and it was requested that these be circulated to all members of the Group.

Item 2a – It was agreed that the plan area would follow the parish boundaries of Mitford, Hepscoth, Pegswood and Hebron – not just the south boundary of Hebron.

3. Integrated Working

It was agreed that the following amendments to the document ‘Integrated Working’ needed to be made:

Hebron is identified as a Tier 3 settlement within the draft Core Strategy
Pegswood is a proposed Tier 2 settlement within the draft Core Strategy

The members were advised that written confirmation for inclusion within the plan has been received from all parishes apart from Mitford. Cllr Mike Sharp advised that this would be sent in.

4. Launch Event

a. It was proposed and agreed that the following will be used at all the launch events:

- A rolling PowerPoint display listing the governance arrangements
- Wallboards and posters to illustrate the boundary of the plan area and also the key issues. White space would be available for people to write issues/add comments.
- A registration point where the number of people attending can be counted, and also somewhere that contact details can be collected on exit

It was reported that the 2 main aims of the launch events are:

- (i) To receive feedback on the plan area
- (ii) To encourage residents/organisations to sign up either actively i.e. through a topic group, or passively i.e. to receive information only

Post Launch

The following proposals were made:

- (i) A press release would be distributed giving a position statement
- (ii) A stakeholder database would be created with the contact details of all interested individuals/organisations
- (iii) Anyone can sign up at any point throughout the process

b. It was agreed that the Mayor would be in attendance for the Launch event on Thursday 18th October, 6.30pm to 8.30pm at Morpeth Town Hall and light refreshments will be served. Invitations will be sent out to the list of civic consultees from the Neighbourhood Plan Steering Group Terms of Reference. Any additional consultees that are to be invited are to be forwarded to Dee Cota. The list of civic consultees will be sent out to all members of the Steering Group.

It was also agreed that the Drop In events on the 19th October at Morpeth Town Hall would be from 12 noon to 7pm and on the 20th October on Morpeth Market Place would be from 10am to 1pm.

It was proposed that it is not mandatory to hold a launch event, but any parish that wishes to do so must have this event before the 1st November 2012. The members were asked to forward dates of their individual events to Dee Cota before the 18th September 2012. A request was also made for volunteers to help host the events.

- c. A draft copy of the launch invitation was circulated amongst the members. The following amendments were agreed:
- (i) 3rd bullet point – amend “plan” to read “plan area”
 - (ii) 5th bullet point – amend to “Seeking feedback on identifying the key issues”
 - (iii) 7th bullet – amend “seeking volunteers” to “inviting people and organisations”
- d. A draft copy of a launch questionnaire (which is based on the Alnwick Model) was circulated amongst the members and the Chairman invited comments.

It was proposed that the headings should be expanded to include 3 or 4 descriptive words and that the role of the topic groups should also be added.

It was agreed that the questionnaire will be handed out at the launch events and the results from this will be analysed at the Neighbourhood Plan Steering Group meeting in November 2012. Outputs from this questionnaire will also be fed to the relevant theme groups. The questionnaire will also go onto the Neighbourhood Plan website, Inside Morpeth and will be distributed to various venues.

Press Release

It was proposed that a pre-launch press release was required for newspapers, radio and TV. Two members from the group will start the process week commencing 17th September with all members encouraged to add something to it. This would also be distributed to all parishes and discussed with Ian Leech from Inside Morpeth.

5. Topic and Themed Groups

It was proposed that all key groups would be up and running in November 2012 and that the Chairs of each group will decide on the dates of the meetings. It was agreed that the date of the first meeting will be displayed at the launch event.

Workshops for the Chairs and Champions will be held before the first meeting to run through the process of what they do and what evidence-based information is required.

6. Support & Resources

The members were informed that support is available from CPRE, Planning Aid and Newcastle University.

Website

The members were advised that 'The Morpeth Neighbourhood Plan' website will go live on the 15th October 2012. Draft pages from the website will be circulated at the next meeting on the 8th October 2012.

It was proposed and agreed that the name of the website will be 'www.themorpethneighbourhoodplan.org.uk'. There was a request for photographs from all individual parishes.

7. Communication & Engagement Strategy, Scoping Report and Project Plan

No comments were received on any of these documents.

8. Any other business/Date of next meeting

There was no other business to discuss and the meeting concluded at 4.55pm. The next meeting will be held on Monday 8th October 2012 at 3pm in the Council Chambers of Morpeth Town Hall.