

GREAT AYCLIFFE NEIGHBOURHOOD PLAN



Notes of a meeting of the Great Aycliffe Neighbourhood Plan Steering Group, held on Thursday 20 November 2014.

Present: Cllr J Atkinson – Great Aycliffe Town Council
 Cllr J D Clare – Great Aycliffe Town Council
 Cllr M A Dalton – Great Aycliffe Town Council
 Cllr B Hall – Great Aycliffe Town Council
 Cllr I Gray – Great Aycliffe Town Council
 Cllr C A Wheeler – Great Aycliffe Town Council
 Mr D Sutton-Lloyd – Community Representative
 Ms K Clark – Business Representative
 Mr B Riley – Area Action Partnership
 Mr S Howarth – Voluntary Sector Representative
 Mrs J Hall - livin

Officers Mrs C A Walton – Corporate and Policy Officer
 Miss A Corner – Neighbourhood Plan Engagement Officer
 Miss A Donald – Town Clerk’s PA

Item No	Discussion	Action
1.	Apologies for Absence Apologies for absence were received from Mr M Rowcroft, Mr B Haldane and Mr I Wiggett,	
2.	Declarations of Interest There were no declarations of interest.	
3.	Notes of the Previous Meeting The notes of the previous meeting had been circulated prior to the meeting and were accepted as a correct record.	
4.	Steering Group Terms of Reference – 6 Month Review The Terms of Reference were considered as part of a previously agreed six-month review. They were considered to be appropriate and relevant, although some aspects of the Group’s role had not yet begun due to the early stage of the process, subject to the following amendments: Code of Conduct – add ‘Being impartial, not promoting personal views but representing the views of the public’. Ways of Working – The Group would now meet every 6 weeks, rather than 4. Ways of Working – Failure to attend 3 consecutive meetings – add ‘without a valid reason’. It was also agreed to contact Michael Rogers, who had not attended for three meetings, to check if he was still able to be a member of the Steering Group or if an alternative should be sought.	AC/CW



<p>5.</p>	<p>Retail Needs Assessment A detailed report had been circulated in advance regarding the possible requirement for an independent retail needs assessment since retail had proved to be a clear priority from the questionnaires. Since the agenda and report had been circulated, a meeting had been held with planners from Durham County Council, who would consider whether the County Council may be able to fund a retail needs assessment on the town or carry out a preliminary market analysis. This was welcomed by the Steering Group. It was emphasised that the current retail facility could only be improved – it would not be possible to be specific and request, for instance, a retail park. All the Neighbourhood Plan could legally do was put in place a planning policy which could encourage potential retail developers in the future. The Steering Group confirmed that it would support the process outlined in the report with the following amendment to the recommendation That Officers continue to work with the DCC Planners to agree the best way forward to undertake a retail needs assessment and that should DCC be unable/unwilling to pay for the retail assessment that a report is prepared for the Town Council and that a request is made to fund a retail assessment.</p>	<p>AC/CW</p>
<p>6.</p>	<p>Business Park Update Kerina gave a verbal report regarding progress and initiatives on Aycliffe Business Park. The Shaping the Future project involved all local businesses and focussed on a wide range of issues, including facilities, training, new companies, utilities, environment, promotion and marketing. The Business Park was expanding and attracting new business. It was agreed that the opinions be sought of local businesses regarding retail provision on the Business Park. It was also agreed that a Business Thematic Group could look at planning barriers affecting local businesses. Cllr Atkinson asked Kerina who would be the best person to talk to if anyone has a query about business matters. Kerina said that would be the Business Park Steering Group and that she would be the best person for anyone to contact then she can make the relevant enquires.</p>	
<p>7.</p>	<p>Date of Next Meeting The next meeting would be held on Thursday 11 December at 6pm at the Council Offices.</p>	<p>All to Note</p>