

GREAT AYCLIFFE NEIGHBOURHOOD PLAN



Notes of a meeting of the Great Aycliffe Neighbourhood Plan Steering Group, held on Thursday 3 July 2014.

Present: Mr M Rowcroft – Public Representative
 Mr B Riley – GAMP
 Mr D Sutton-Lloyd – Community Organisations Representative
 Mrs K Clark – Business Representative
 Mrs J Hall – livin
 Mr M Rogers – Durham Wildlife Trust (Environment Representative)
 Mr B Haldane – Town Centre Management
 Mr S Howarth – Voluntary Sector Representative
 Cllr J Atkinson – Great Aycliffe Town Council
 Cllr J D Clare – Great Aycliffe Town Council
 Cllr M A Dalton – Great Aycliffe Town Council
 Cllr I Gray – Great Aycliffe Town Council
 Cllr B Hall – Great Aycliffe Town Council
 Cllr C A Wheeler – Great Aycliffe Town Council

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.	Christine Walton opened the meeting and welcomed everyone to the first meeting of the Great Aycliffe Neighbourhood Plan Steering Group. Appointment of Chairman Councillor Brian Hall was nominated and appointed Chairman of the Steering Group. Proposed by Jim Atkinson and seconded by John Clare.	
2.	Appointment of Vice Chairman David Sutton-Lloyd was nominated and appointed Vice Chairman of the Steering Group. Proposed by Brian Hall and seconded by John Clare.	
3.	Apologies for Absence There were no apologies for absence.	
4.	Declarations of Interest There were no declarations of interest.	
5.	Neighbourhood Planning Angela Corner, Community Neighbourhood Engagement Officer gave a presentation detailing the background to Neighbourhood Plans, plus the consultation, engagement and approval process required under the Localism Act 2011.	AC to update the presentation to include –

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	<p>The presentation would be used at forthcoming consultation meetings and would be amended as appropriate to the audience. Kerina Clark suggested adding something about 'what was in it' for the public and groups Angela would be visiting.</p>	<p>a slide on what's in it for you</p>
	<p>Item 9 on the agenda was brought forward at this stage to advise the Steering Group of plans for the consultation launch event, to be held on 24 July. The mayor would launch the event, with the announcement of the logo competition winner. There would be a presentation to invited representatives from town organisations and the voluntary sector, followed by a drop-in session for the public. A number of workshops and activities were planned for the drop-in session, to start the process of understanding priorities for the Plan.</p> <p>Steering Group members were invited to attend the consultation launch event, suggest and help facilitate the activities and also to supply contact details of anyone they thought would be interested in attending. Most Steering Group members indicated that they would be able to attend and facilitate at the event.</p> <p>The event would also be advertised in the Newton News.</p> <p>There was some confusion regarding the role of the steering group and what would be required of them.</p>	<p>Steering Group members to send any contacts to AC</p> <p>AC to send group email</p>
6.	<p>Terms of Reference These had been drawn up using best practice examples from other organisations and Neighbourhood Plan groups.</p> <p>It was agreed that the quorum for meetings should be amended to 8 in total, being split to include four representatives from organisations and four town councillors.</p>	<p>CW to amend Terms of Reference</p>
7.	<p>Progress to Date Further information regarding progress to date and planned events was included in the pack of meeting notes given to Steering Group members.</p> <p>Preliminary work had been carried out to start to the process, using guidance from government and other Neighbourhood Plan groups.</p> <p>A public representative had been appointed using AAP guidelines.</p> <p>The launch date had been set in advance to take summer holidays into account.</p>	<p>The report was agreed</p>



<p>8.</p>	<p>Consultation and Engagement Outline</p> <p>It was emphasised that the details circulated were just an outline and Steering Group members were welcome to add their ideas – innovative and quirky events would be particularly helpful.</p> <p>The draft questionnaire, which would be used to gain the first overview of the public’s priorities, was discussed. It was emphasised that it was only a draft version and had been produced using a questionnaire supplied by Durham County Council.</p> <p>It was agreed that it should be redesigned, with colour and graphics if possible. It should be specific to Aycliffe, should focus on the public’s vision for the future, and should identify which thematic groups need to be created.</p> <p>It was agreed that all members of the Steering Group should pass their comments, questions etc to Chrissy Walton or Angela Corner to incorporate into the questionnaire. Any offers of assistance with the design of the questionnaire would also be welcomed.</p> <p>The questionnaire would be discussed if more detail at the next meeting and after the initial consultation launch event to help focus the questions to be asked.</p> <p>There would be considerably more consultation and engagement when the thematic groups were formed following analysis of the initial questionnaire.</p> <p>All evidence collected from consultations and engagement would be collated and retained as this would be required at a later stage when the Plan is subject to independent examination.</p> <p>Mark Rowcroft offered his assistance with obtaining some large maps</p>	<p>All Steering Group members to note</p> <p>All Members to consider and forward any comments to AC/CW</p> <p>MR</p>
<p>9.</p>	<p>Event and Logo Competition</p> <p>A competition had been held with local school students to design a logo for the Neighbourhood Plan. There had been a very good response and Steering Group members selected the winning logo, to be used at the launch event and on all Neighbourhood Plan stationery.</p> <p>Syd Howarth offered the assistance of Newton Press with producing the logo.</p>	<p>SH</p>

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10.	Public Representative There had been only one application for the role of public representative on the Steering Group. There had been a late application, which had missed the deadline. It was agreed that the remaining place should be re-advertised and further applications discussed at the next meeting on 31 July.	CW to re-advertise
11.	Date of Next meeting The next meeting would be held on Thursday 31 July at 6pm.	