

# GREAT AYCLIFFE NEIGHBOURHOOD PLAN



## Notes of a meeting of the Great Aycliffe Neighbourhood Plan Steering Group, held on Thursday 28 August 2014.

**Present:** Mr M Rowcroft – Public Representative  
 Mr D Sutton-Lloyd – Community Organisations Representative  
 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  
 Cllr M Dixon – Durham County Council  
 Mrs K Clark – Business Representative  
 Mr I Wiggett – Public Representative

**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.	<b>Apologies for Absence</b> Apologies for absence were received from Mr B Riley, Mr M Rogers and Mr B Haldane.	
2.	<b>Declarations of Interest</b> There were no declarations of interest.	
3.	<b>Notes of the Previous Meeting</b> The notes of the previous meeting had been circulated prior to the meeting and were accepted as a correct record.	
4.	<b>Introductions</b> Mr I Wiggett was welcomed as a second Public Representative on the Steering Group.	
5.	<b>December Meeting Date</b> It was agreed to change the December meeting date from 18 December to 11 December 2014. Although a meeting date had been originally scheduled for 25 September 2014, there would be little to discuss other than to generally update the Steering Group while the questionnaire process was ongoing. It was therefore agreed to issue electronic updates as appropriate, until the next scheduled meeting on 23 October 2014.	AC/CW to update as appropriate
6.	<b>Questionnaire</b> The questionnaire had been updated, amended and circulated for comments. Although it was acknowledged that the survey was somewhat lengthy, the option to complete only the parts relevant to the individual resident was highlighted.	



	<p>The questionnaire was currently being produced by Newton Press and would be ready in approximately two weeks. The survey would be distributed with the Newton News, available on the Council's website and possibly on the Newton News website. They would also be available at various public locations across the parish, including the library, community centres and at the Excel Centre.</p> <p>Cllr Mike Dixon agreed to forward a copy to Durham County Council's publication Durham Voice.</p> <p>Mrs K Clark agreed to publish a copy of the questionnaire on the Business Park website.</p> <p>The deadline for return of forms was set at 10 October to encourage a swift return as the pre-paid envelopes supplied have to be used by 7 November. However, forms received after this time would still be analysed.</p> <p>Consultation had already taken place at Fun-in-the-Parks, Aycliffe Show, PACT meetings, residents groups, SureStart, with Local Motion and the Thames Centre scheduled. A residents' meeting would be held on 1 September at Aycliffe Village, with a presentation and time for questions. Angela stated that all age groups are being encouraged to become involved and she is happy to visit any organisation or group who would be interested. She is planning to contact both Greenfield and Woodham with a view to getting the young people involved in perhaps doing a video and completing the questionnaire. Cllr John Clare noted that the best time would be as part of the tutor group sessions.</p> <p>It was also hoped that an empty shop unit could be used to promote the questionnaire.</p> <p>A discussion took place regarding if a brief section to the questionnaire needed to be added where respondents could indicate how many people had completed it, ie the family or an individual, plus age groups. Angela queried if this would actually be helpful as she needs to be able to determine what age groups were filling the questionnaire in and what was important to them having a group completed questionnaire was unlikely and not particularly helpful. Chrissy commented that we would rather have 2 or more individual responses from a property rather than a group one.</p>	<p>AC/CW to forward copy to MD</p> <p>KC</p> <p>AC to note</p>
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<p>6.</p>	<p><b>Additional Information for Steering Group Members</b>                  Steering Group members were asked if they required any further background information to assist them with the Neighbourhood Plan process. This could be supplied on request.</p> <p>It was agreed that general updates were required at present, plus information regarding any areas of the town which did not appear to be represented on survey responses and could indicate that more direct consultation methods were required. All members present agreed to help with promoting the questionnaire and a number indicated they would be willing to help with 'door-to-door' canvassing.</p> <p>It was acknowledged that more detailed information would be required when the thematic groups are formed following the initial consultation exercises. It was emphasised, however, that representatives from Durham County Council planning department would be available to assist and offer guidance on planning issues at this point.</p>	<p>All to note</p>
<p>7.</p>	<p><b>Date of Next meeting</b>                  The next meeting would be held on Thursday 23 October at 6pm. Location to be agreed.</p>	<p>All to note</p>