

# GREAT AYCLIFFE NEIGHBOURHOOD PLAN



## Notes of a meeting of the Great Aycliffe Neighbourhood Plan Steering Group, held on Thursday 8 January 2015.

**Present:** 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  
 Cllr J Atkinson- Great Aycliffe Town Council  
 Cllr M Dixon – Durham County Council  
 Mr D Sutton-Lloyd – Community Representative  
 Ms K Clark – Business Representative  
 Mr B Riley – Area Action Partnership  
 Mrs J Hall - livin  
 Mr B Haldane – Town Centre  
 Mr I Wiggett – Public Representative  
 Mr M Rowcroft – Public Representative  
 Mr S Howarth – Public Representative  
 Mr J Cokhill – Durham Wildlife Trust

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

Item	Discussion	Action
1.	<b>Apologies for Absence</b> There were no apologies for absence	
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 agreed as a correct record.  Jim Cokhill of Durham Wildlife Trust, was introduced and welcomed as a new member of the Steering Group, replacing Michael Rogers.	
4.	<b>Thematic Groups</b> A report and information from Angela Corner had been circulated in advance of the meeting. Discussion took place regarding the role and responsibility, required skills, membership and recruitment of the thematic groups.  <u>Role and Responsibility</u> It was felt that it was very important to clearly define the scope and remit of each thematic group. It was suggested that the inaugural meeting of each group include a training exercise involving members of the Steering Group, with a full background briefing about Neighbourhood Planning.	



Skills

After lengthy discussion, it was agreed that the only essential skills required for membership of each group were interest and commitment. Although various other skills, including specialised knowledge, would be desirable, it was acknowledged that the thematic groups would mainly comprise volunteers and would therefore be limited to availability.

Membership & Recruitment

It was envisaged that each group comprise a minimum of 8 - 10 and maximum of 15 people. It was agreed that a multiple approach be taken to recruit members for all of the thematic groups at the same time, with basic information being made available in the first instance to attract initial interest - an advertisement in the Newton News, a letter to questionnaire respondents and a direct approach from Steering Group members to their appropriate individual contacts. There would be no interview process as it may be difficult to gain sufficient interest anyway without making things more difficult.

An information event would then be held for anyone interested. The date and timing of the event was discussed at length, officers suggested 4pm-6pm during the week which would give people who work and others a chance to attend. However, the SG agreed that the event should be held on a Saturday morning which would enable working parents to attend. The Youth Centre would be the most suitable venue (date to be confirmed). This would provide an opportunity for informal preliminary discussions with potential volunteers and would act as a filtering process to ensure appropriate volunteers were matched with the relevant thematic group.

It was also agreed that each thematic group should include three councillors, in addition to representatives from the Steering Group as required.

SG members suggested and agreed that they would speak to their contacts and try to gain interests for the information event.

All to note

5. **Neighbourhood Plan Vision Statements**

A list of vision statements extracted from the questionnaires had been circulated to members for consideration in advance. Officers advised that it was considered best practice to consult with the public on a vision statement. After discussion concerning the merits of a number of statements – including numbers 24, 16 and 47 - it was agreed that many were very similar in nature, requiring only the addition of one or two words and that officers should therefore produce a small number of hybrid statements for further consideration.

AC/  
CW

6. **Project Plan Review – DVD**

It was agreed to postpone the production of a DVD to April, which would enable the inclusion of the launch of the second round of consultation.

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7.	<p><b>Neighbourhood Plan Verbal Update</b></p> <p>Funding – a new programme of funding would be starting in April. £8,000, plus a potential further £6,000 would be available. An application will be forwarded. AC to commence the application forms and process. The SG would need to consider and approve any required documentation at the next meeting.</p> <p>Town Centre update – Brian Haldane confirmed that information regarding the town centre had already been published in the local media.</p>	AC  All to note
8.	<p><b>Date of Next Meeting</b></p> <p>The next meeting would be held on Thursday 12 February 2015 at 6pm at the Xcel Centre.</p>	All to note