

Meeting Details: Steering Group	Location/Time: ADT/6pm	Date: 03.07.24
Attendees: Jennifer Dunn Louise Little: Vice Chair John Dunwoodie Matthew Connolly : Chair Julia Aston Luke McTaggart Craig Weir: Amble Town Council Maureen Gibson Frances Anderson		
		
Agenda: <ol style="list-style-type: none"><li>1. Welcome.</li><li>2. Apologies: Ashley Sims and Paul Rigby. Peter Savage not available.</li><li>3. Minutes from last meeting were passed as a true record.</li><li>4. Matters arising from the minutes: None Actions on ToR and Budget completed. <p>The grant application was noted. Attention was drawn to the need to submit an estimate for consultant fees and website costs. Matthew indicated he has website costs and that the estimates from consultants had all come in at the £550 maximum allowed. Jennifer asked if the charges included VAT. It was thought they would as it was a service and would be subject to VAT and consultants would likely be registered at this level of charge. Craig indicated he was unsure if the VAT could be claimed back by ATC but if it was possible they would seek to do this. Discussion occurred around other consultants who might help on community engagement suggested by Frances. It was felt a mix and match approach could be used to consultants. Frances indicated the two consultants would be £500 a day for two the two not each and could potential work to other agreed budgets. John indicated he thought Mitchell and xxx did not have a lot of experience specifically on planning. Frances confirmed they work in community engagement specifically. Matthew indicated that NCC can also offer help on community engagement and we have a good skill set within Amble.</p></li><li>5. Matthew noted that the budget would come to the next ATC meeting and should then be signed off. Julia indicated the the finance subcommittee had set a consultant rate of £500 and this may need adjusting. Matthew thought that we had maybe more</li></ol>		

consultant days budgeted than we may use given progress so far but it was worth adjusting this figure. Luke asked about additional Technical funding. It was indicated that this was something that would be decided by the application using available data.

6. Suggestions for consultants were noted with comment made earlier at point 4.
7. Matthew indicated support was available from NCC and we would seek to use this.
8. Training opportunities from Locality have been circulated and some group member have committed to the learning.
9. Discussion occurred around the idea of an initial engagement event. Attention was drawn to the recent Parish meeting with 40 odd people representing 20 groups and this contact list could be the type of useful starting point to engage as well as wider groups. Work on a community cultural engagement has already been started and it was suggested that there was a connection in these two enterprises. It was suggested we take time over the summer to put together the message we want, the groups and people we want to target and how to best do this. Both to tell the community about the plan and to get feedback from the community. Jennifer questioned the suggestion of concentrating on groups and felt that it was very important to make sure it was the whole community of Amble not just groups that were targeted. Louise suggested that we look at speaking to the different estates within Amble like Ratcliffe, Gloster Park etc and to get representatives from those area who know the community there. It was felt that flyers or postcards or information in the Ambler was an important tool for engagement for those not in groups or not online. Louise suggested that a team to go door to door with paper information would be good. The Ambler is delivered to every household (almost) and so this could be a combined delivery. It was felt a wide variety of media and distribution should occur and a record be kept of this so we have evidence of our engagement. John indicated that a lot of business are will to put community information into windows too. There was extended discussion on the difficulty of ensuring any messaging put out is in fact read and understood. It was suggested that we sow the seeds and continue to nurture the plan.
10. Matthew indicated he would begin now to update and add to the website and Facebook page as we have now a story to tell. This will be informational and controlled as far as possible.
11. Luke brought up the issues of conflicts of interest and GDPR data holding. Discussion occurred around as the Steering Group was from ATC would we be covered or bound in the same way as a subcommittee of the town council. Nolan principles in the ToR would be relevant. It had been clarified in Steering Group and at ATC that members of the Steering Group were representatives of the community not an organization they may be part of or work for. Julia suggested we take advice from other NP groups and NCC on the issue. Luke also suggest that the National Landscape (AONB) could offer support on aspects of NP free of charge and had been involved in a number of other local NP.

12. Dates of next meeting Wednesday 4 September. Discussion occurred on the date for a community engagement event that would fit with the publication dates of the Ambler, and support from NCC and any consultants and if money would be available from a grant (assuming submission occurs soon). Thursday 10 October 4 til 7pm and Saturday 12 October 10 til 1pm at Fourways 2 in the Conference Room. Refreshments will be offered.

**Actions:**

Confirmation of budget submission for grant by ATC and possible VAT recoupment.  
Clarification on the issue of conflicts of interest and GDPR.

Date of Nxt Mtg: Wed 04.09.24