

Meeting Details: Steering Group	Location/Time: ADT/6pm	Date: 05.06.24
Attendees:		
<p>Ashley Sims Paul Rigby Jennifer Dunn Louise Little: Vice Chair (apologies) John Dunwoodie Matthew Connolly : Chair Julie Aston Luke McTaggart Peter Savage (apologies) Craig Weir: Amble Town Council Maureen Gibson Francis Anderson Rob Naples NCC Sarah Brannigan NTC Claire: Minute Taker</p>		
Agenda:		
<ol style="list-style-type: none"> 1. Welcome. 2. Apologies: Michelle Turrel has stepped down due to pressures of work. Frances Anderson to step in. Louise Little was on holiday and Peter Savage not available. 3. Minutes from last meeting were clarified around the area of applying for funding. It was made clear that ATC misunderstood the funding system perhaps and that ATC would be the responsible body to apply for the funding available and no piecemeal applications would be made. Louise represented the Steering group at the Parish Annual meeting. Matthew fed back to town council at the Town Council meeting. Changes agreed and the minutes were deemed a correct record. 4. Matters arising from the minutes: None 5. Steering Group ToR email: Matthew explained that following the meeting with ATC additional points to be had been added. Matthew emailed these out asking for comments. Comments responses resulted in a new format for ToR that will be acceptable to the Steering Group and go forward to ATC. The main point was the definition of areas covered. It was noted that this was not 		

evident in any other ToR for any steering group in Northumberland. Wide remit was felt to be better not specified areas. This narrow remit was put forward by ATC and not a result of a community consultation. Comment were asked for.

Julia Aston Ask Sarah Brannigan and Rob Naples for clarification on if ATC should be suggesting elements of remit or should they come from community. Rob said the ToR are how steering group works with ATC rather than topic areas of the plan. Sarah emphasized that the ToR set out in simple way how the steering group operate and feedback to ATC. ToR should not be complicated. Sets things out so residents can understand and there is transparency. ATC responsible for neighbourhood plan. Steering groups operate in varying ways in Northumberland. Some may have themes or change/fluctuate. Some may not be planning issues but what ATC want to pursue. Sarah said areas should be separate.

John Dunwoodie suggested to take everything out might make area too wide and difficult to get feedback. Need start point but recognized concerns as residents not involved.

Sarah said the ToR should not dictate what consult on. Community engagement should broaden it. Keep it planning related. Give you advice and support. You know your community: Drop in, electronic means, leaflets, questionnaire? Looking at local green place: map of suggested spaces. What it is and why special. ATC and other groups can suggest other areas. Suggest some topics.

In order to move forward Matthew suggested that the 3 areas be included as suggestions from the TC. This was supported. Frances Anderson suggested to change “to take note of but not limited to”

This wording was agreed to.

The need for a project manager was not evident as we were all managing the project. Areas that repeated or were covered in other terms on the document should not be duplicated.

The steering group thought is important that the ToR were settle as soon as possible so progress to Community Consultation could occur.

6. Proposed Terms of Reference: No further comments.

ACTION

ATC to confirm amended ToR agreed to by steering committee.

7. Outline Budget:

Matthew stated that money was now available and an application form will have to be worked through. Sent form out by email. Whole entirety of questionnaire to give an idea of information we need to collect before completing it. Outline estimate of budget now and Mar 25 based on other information from 2 other bodies. Main cost are consultants we have to have their expertise. Rest is choices we can do. We have Ambler as means to deliver information. Saves on costs and footwork. Have team of volunteers that do it. Notional costs. Use it to go forward. Locality and TC is differences can't retrospectively charge it locality as charged between

them. ATC asked for secretarial support so we have estimated the time and costs. Hours that are entailed for minutes, editing and sending out, updates for Ambler, website, social media etc.

Julia asked who completes application form?

Matthew suggested ATC apply for the money. Need some coworking between members of steering group and council. Not sure who it is.

Craig Weir said we need to find out from subcommittee who does it. Needs to be identified. Who is it whose doing finance on Steering group.

John and Julia offered to help on the finance subcommittee and help on filling in the form subject to liaison with ATC

Sarah Brannigan looked at budget and suggested that consultants would be the biggest cost as identified.

Matthew asked Craig about secretarial support requested by ATC. Craig suggested that there might not be capacity from those employed at the moment. Matthew said if was a principle that ATC were ok with this element of budget along with the grant application and that it did not have to be done by existing staffing. It could be a different person.

ACTION

Craig to seek confirmation of outline budget and who would fill in the grant application form.

8. Confirmation of sub committee memberships:

Community and Communications: Ashley Sims and Luke McTaggart

Finance and Business: John Dunwoodie and Julia Aston

Conservation and Heritage: Paul Rigby and Frances Anderson

Open spaces and environment: Maureen Gibson, Jennifer Dunn, Louise Little

9. Discussion of next steps and actions:

Matthew suggested that it was a priority to get the ToR agreed at next ATC meeting. There had already been engagement and feedback from a Facebook post from Town Clerk but it needs clarification on what is being posted by who. Luke offered to help clarify this with ATC at next meeting.

The Ambler was thought to be a good starting point as it goes out to all households.

Paul suggested a public meeting in conference room or elsewhere.

Matthew suggested we needed to make it a positive message of the benefits to Amble of a NP. People are unclear what about what they are. Develop it. Keep it simple. What we can/can't do. Where we want help. Ask the community for help and support from them. Use contacts as representative of community to spread the word. Genuinely engage with community involve those who are too busy or may struggle. Communications sub group could work on that. Agree with TC on how, when and what we do? Have some autonomy but in agreement with communications. Liaise with them to ensure information is clear and agreed to but independent.

Julia from finance sub committee suggested they should start on grant application for as soon as possible. 5 weeks from submission for any grant. Clarification of time lines confirmed this.

Sarah Brannigan suggested further contact around areas of support NCC could give on Conservation, Heritage, consultant contacts and other information or advice.

Further information on filling in the grant application was sought from Craig, He suggested he couldn't give an answer there and then but would bring matter to next ATC in principle. Matthew suggested that as the responsible body ATC were required to fill in the form. Would this be done by the clerk as Responsible Officer? Craig was uncertain. Julia and John offered support on filling in the form ready for ATC to submit. Matthew suggested that the ATC finance subcommittee look at the matter.

The deadline for Ambler submissions was at the end of June so decisions needed to be made

Website, FB, WA updates:

These are ready to be added to as and when we have confirmation of ToR, budget and grant application form.

10. AOB:

Matthew said as steering group had lost 2 members in the D'Altons and they need replacing. An invitation remains open to ATC to add to steering group if it gets new councillors that have more time and to have more representation.

Matthew reminded group of the ATC DDay action packed itinerary. Craig distributed a programme of events. Matthew asked for support for the TC efforts. Difficult to do. Nice to have support.

Actions:

ATC to confirm amended ToR agreed to by steering committee.

Craig to seek confirmation of outline budget and who would fill in the grant application form.

Date of Nxt Mtg: Wed 03.07.24