



Neighbourhood Plan Working Group

Park House
Monday 2 June 2014
7.15pm

Present Councillor Mike Wardle, Councillor Colin Burton,
Councillor Stuart Walker, Chris Phillips, Alan Myers,
Eric Hepplewhite, Terry Coult, Steve Bailey, Jill Gladstone,
Mike Gladstone, Brian Naylor, Elaine Hogg, Fiona Green

Stuart Carter – Spatial Policy Team, Durham County Council

1. **Welcome**

Councillor Mike Wardle welcomed everyone to the meeting and introductions were made.

2. **Apologies for Absence**

Apologies were received from Michael Horsley, and Councillor Keith Harrison.

3. **Notes from the last meeting**

The notes from the last meeting were agreed.

The next meeting of the County Durham Association of Local Councils Neighbourhood Plan Working Group will take place on Friday 13 June. This is a county wide meeting which provides the opportunity for representatives from Parish and Town councils to meet and discuss Neighbourhood Planning. It was agreed that Mike Wardle and Chris Phillips attend the meeting.

4. **Actions since the last meeting**

The paperwork to register the geographical area for the Neighbourhood Plan has been completed and submitted to Durham County Council to commence the six week consultation period. An acknowledgement has been received from the County Council who will now commence the consultation period.

Stuart Carter asked that an electronic version of the application to register the geographical area be sent to him.

Stuart confirmed he would send a copy of the consultation notice to the Parish Council so they may display it in their notice board.

It was confirmed that an article on the Neighbourhood Plan and the working group has appeared in the Village Voice and the Parish Council newsletter.

It was agreed that a further article should be submitted to the next Village Voice publication to inform the community of the consultation period and further information on the Neighbourhood Plan process.

5. Review of Existing Community Documents

The group discussed the existing community documents:

- The Parish Plan
- The Village Design Statement
- The Locality Map

Members of the group had access to all three documents and the action plans of the Parish Plan and Locality Map had been provided with the minutes of the last meeting.

It was agreed that the documents, which were produced following extensive community consultation and involvement, provided a good evidence base. There were common issues which spanned all three documents.

Members discussed the 'Roadmap' document which had been provided electronically to members following the last meeting. It was agreed that the document provided a useful reference and the worksheets could be a valuable resource for the group.

6. Method of Working

A discussion took place on the method of working and in particular the shape of the community engagement.

Should a broad questionnaire be administered to the whole community or key groups be targeted?

It was agreed that a list of key groups be drawn up. The working group could split into small groups of two or three and visit the key groups, administer the questionnaire and feed the results back to the working group.

A list of appropriate groups was considered and the following list drawn up:

- Youth groups – youth club, boys brigade, AAP contacts

- Schools
- Churches
- Business community
- Health / social care
- Farming / landowning
- Sports
- Community buildings
- Elderly
- W I
- Derwentside Homes
- Historical and Environmental
- Play group
- Hamlets – Hurbuck, Hollinside, Ornsby Hill, Malton, Newbiggen etc.

The group considered the content for the questionnaire. Should the same questions be asked to all key groups?

It was agreed that there was a need for open ended questions i.e. what do you like about the Parish? What do you not like about the Parish? It was suggested that approximately 5 – 10 questions should be formulated. The process should allow the opportunity for the key groups to express their issues, concerns, aspirations etc..

Once the information from the questionnaires has been gathered it may be necessary to pay someone to undertake the task of analysing the information.

To progress this matter it was agreed that the list of key groups be circulated to members. Members can then choose which of the key groups they would like to meet with.

Members also need to consider the content of the questions and forward their suggestions to Sally who will circulate all suggestions around the group for information. Worksheet four on the 'Roadmap' document may provide a useful reference for this task.

It is hoped that the questions can then be agreed at the next meeting.

It was agreed that advice/feedback on the content and the wording of the questions should be sought from Officers from Durham County Council (Policy and Planning) before they are progressed.

7. Organisation of Steering Group

The detail of who will meet with which key group will be decided at a future meeting. This will then determine the structure and frequency of the meetings. It was agreed that the meetings will require an element of flexibility to enable all key groups to be approached.

8. Grants

The group discussed possible funding opportunities. The 'Locality' funding was explored.

Stuart Carter is to seek clarification on the conditions of the 'Locality' funding and the timescales for this grant.

9. Next Steps

The next steps for the working group were agreed as follows:

- An electronic version of the application to register the geographical area for the Neighbourhood Plan be sent to Stuart Carter
- An article be placed in the next edition of the Village Voice to inform the community of the consultation period and provide further information on the Neighbourhood Plan process.
- The notice for the consultation on the geographical area for the Neighbourhood Plan be displayed in the parish council notice board
- The list of key groups be circulated to all members of the working group
- Members select which of the key groups they would wish to meet with
- Members consider the content and structure of the questions for the questionnaire and forward their suggestions to Sally who will circulate information around the group
- Stuart Carter to seek clarification on the 'Locality' grant

Stuart Carter made reference to a service level agreement between Durham County Council and Lanchester Parish Council. This document will set out how the County Council can assist with this process and will require signing by both parties. Stuart is to forward the agreement to the group for consideration.

10. Date of next meeting

The next meeting to take place on Thursday 10 July at Park House at 7.15pm.

Meeting ends 8.15pm