



## Neighbourhood Plan Working Group

Lynwood House  
Tuesday 21 July 2015  
6.30pm

**Present** Councillor Mike Wardle (Chair), Councillor Ossie Johnson, Michael Horsley, Chris Phillips, Eric Hepplewhite, Steve Bailey, Brian Naylor, David Friesner, Terry Coult, Mike Gladstone, Jill Gladstone

Stuart Carter	- Durham County Council
Jules Brown	- North of England Civic Trust
Amy Harkness	- Durham County Council
Judith Miller	- 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; Fiona Green, Councillor Paul Jackson, Councillor Ann Cook, Councillor Colin Burton, Charles Petrie, Elaine Hogg, Councillor Stuart Walker, Joe Ridgeon

### 3. **Declarations of Interest**

There were no declarations of interest.

### 4. **Notes from the last meeting**

The notes from the meeting held 5 May were received.

Councillor Johnson informed the group that pre-application advice was being sought from the County Council for a proposed development on the fields above the by-pass.

## **5. Update on the County Durham Plan**

The group were informed that there is a 30 day stay on the judicial review. Discussions are taking place between Durham County Council and DCLG. Further information is to be released shortly.

## **6. Early Engagement Questionnaire – Feedback to the community**

Two displays were located at the following 7 venues during June.

- Library
- Community Centre
- Social Club
- Croft View Halls
- Methodist Chapel
- St Bedes Sixth Form College
- Lynwood House

In addition staffed sessions took place on Saturday 6 June, between 10.00am – 12.00noon at the Methodist Chapel and on Saturday 20 June between 10.00am – 2.00pm at the Community Centre.

The arrangements were promoted through the Village Voice, Parish Council newsletter, Parish Council notice board, parish Council website and through Campaign to Protect Rural Lanchester Facebook.

One completed feedback sheet was returned.

## **7. Review of Workshop**

Following the successful funding application to 'Locality' for £4000.00, Neighbourhood Plan-It consultants were engaged to deliver a number of workshops and provide advice and support to develop a focused, plan-topic based questionnaire/survey that is fit for purpose and builds upon the initial community survey already undertaken.

The first workshop took place on 30 June.

The workshop provided the opportunity to review progress, consider what has been achieved and understand what needs to be done. The consultants provided a number of tools to assist in the process.

The tasks arising from the workshop included:

- Identifying planning and non-planning issues
- Compiling profiling evidence / housing needs assessment
- Conservation Area Appraisal
- Heritage Audit of Parish
- Compiling second stage questionnaire / survey

A small working group is to meet to commence the work on compiling the profiling information. It was agreed to ask Stuart Carter for a short list of appropriate evidence documents.

The next workshop is planned for 30 July and will focus on developing the questionnaire/survey and discuss content, recording, analysing and interpreting.

## **8. Presentations – Conservation Area Appraisal and Heritage Audit**

Since the last meeting the County Council have confirmed that they are able to undertake a Conservation Area Appraisal for Lanchester.

Amy Harkness and Judith Miller from Durham County Council attended the meeting and gave a presentation on delivering a Conservation Area Appraisal for Lanchester. They have a proposed timetable to complete the appraisal by February 2016.

It was agreed to e-mail the presentation around the group for information.

The County Council will be looking for a number of volunteers to help with the process of producing a Conservation Area Appraisal.

Jules Brown from the North of England Civic Trust (NECT) attended the meeting and provided information on producing a Heritage Audit for the Parish. A Heritage Audit would cover the whole of the Parish. Jules provided a proposal with estimate costs which the group discussed. NECT would provide training and support to enable volunteers to undertake the Heritage Audit. We would be buying professional support for the task. The costs would be dependent on the length/timescale of the project.

The costs of producing a Heritage Audit would need to be discussed and approved by the Parish Council.

The conservation Area Appraisal and Heritage Audit would be supplementary documents to the Neighbourhood Plan and would provide evidence and weight to support the policies in the Neighbourhood Plan document.

The group discussed both areas of work.

It was felt that information contained in existing community documents could be used in both areas of work. The County Council may also be able to

provide information to NECT which may reduce the costs of producing the Heritage Audit.

The County Council and NECT would need to work together and keep each other informed to ensure that the two pieces of work dovetail together.

The timescale for the work was discussed. It was agreed that a September start would be preferable with a 6 month timescale.

Jules agreed to refine the proposal with this timescale.

It was agreed that Durham County Council, NECT and Neighbourhood Plan-It meet together in August to agree a strategy to ensure the different elements of work are progressed effectively.

## **9. Next Steps**

- Jules Brown to refine NECT proposal
- The Parish Council considers the cost of producing a Heritage Audit
- The County Council presentation on producing a Conservation Area Appraisal is circulated around the group
- A small working group is to meet to commence the work on compiling the profiling information
- Stuart Carter is asked to produce a short list of evidence documents
- Durham County Council, NECT and Neighbourhood Plan-It meet together in August to agree a strategy to ensure the different elements of work are progressed effectively

## **10. Date of next meeting**

The next meeting to be on Wednesday 9 September at 6.30pm at Lynwood House

Meeting ends 8.10pm