



# Lanchester Parish Council



## Neighbourhood Plan Working Group

Lynwood House  
Tuesday 24 March 2015  
7.15pm

**Present** Councillor Mike Wardle (Chair), Councillor Ossie Johnson, Councillor Paul Jackson, Councillor Ann Cook, Councillor Colin Burton, Michael Horsley, Chris Phillips, Mike Gladstone, Eric Hepplewhite, Charles Petrie, Elaine Hogg, Fiona Green, Brian Naylor, David Friesner

Stuart Carter – Spatial Policy Team, Durham County Council  
Claire Hattam – 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 Councillor Keith Harrison, Councillor Stuart Walker, Jill Gladstone and Steve Bailey

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

There were no declarations of interest.

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

The notes from the last meeting were agreed.

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

Since the last meeting the Inspectors interim report on the Durham County Plan has been published. The County Council are currently seeking legal advice. County Council officers will be attending the next County

Neighbourhood Plan meeting where they will provide further information to Parish and Town Councils.

## **6. Presentations**

### **(i) Sustainability Appraisal Assessment**

Claire Hattam attended the meeting and provided a presentation on the obligations to consider a Strategic Environmental Assessment (SEA) and a Habitats Directive as part of the Neighbourhood Plan process. This is a European obligation which seeks to provide a high level of protection of the environment by integrating environmental considerations into the process of preparing the neighbourhood plan with a view to promoting sustainable development.

A screening process will determine whether a SEA is required. If it is then the County Council will be able to offer advice, guidance and support.

Information compiled on both the SEA and Habitats Directive would be evidence submitted with the Neighbourhood Plan.

(Slides from the presentation attached)

### **(ii) Conservation Area Appraisal**

Elaine Hogg and Fiona Green provided information on preparing a Conservation Area Appraisal.

Consideration was given to the area in Lanchester covered by the Conservation Area.

The appraisal would consider what is important / significant about the area by looking at a range of topics i.e. location, historic development, population, landscape etc. The resulting document would provide evidence to enable change / development to be managed in a positive way. The appraisal can include the importance of local heritage.

The County Council have confirmed that they do not have the resources to undertake or assist with the appraisal. It was confirmed that the County Council would accept a Conservation Area Appraisal prepared by the group. Clarification was needed on whether the resulting document needed to be presented / written in a style compatible with other appraisals.

The group were informed that the Civic Trust would be able to help with the development of the appraisal.

The group asked questions about the two presentations.

## **7. Funding / Grants**

Members were informed that grants were available from 'Locality' to assist with the development of a Neighbourhood Plan. The grant period is available between April 2015 – 2018. Organisations can apply for a maximum of £8000 in this period in either one or several separate applications. Grants should be for work undertaken within a six month period and the grant cannot cross financial years.

An expression of interest form has been completed on-line, submitted and accepted. An application form is now available to complete and submit on-line.

Following discussion it was agreed that grant applications be made as follows:

- (i) Funding for consultants to compile a detailed questionnaire / survey to build on the results of the early engagement questionnaire. Funding will also be sought to administer the questionnaire and to analyse the results. This application to be compiled as soon as practicable with the view to the work being undertaken this calendar year.
- (ii) Funding for consultants to write the emerging policies for the neighbourhood plan following the consultations and responses. This work is likely to take place after April 2016.

With regard to the preparation of a Conservation Area Appraisal it was agreed that the Civic Trust may be able to provide advice on funding opportunities. In addition the County Durham Community Foundation was considered a worthwhile avenue for funding. It was agreed to contact the Civic Trust to arrange a meeting.

## **8. Developments since the last meeting**

- (i) Proposed Housing Development – Newbiggen Lane – This application is likely to be considered by the County Council at a meeting in May
- (ii) Public Consultation – Housing Development – Cadger Bank  
Comment was made on the poor notice and the timing of the event.

## **9. Questionnaire – work by sub groups**

The four sub groups gave an update on work undertaken and their outcomes. Each group had considered one of the four main questions and worked through the many responses received.

All agreed that the results of the recent survey were very consistent with the 17 policy topics derived from the existing community documents.

It was agreed that the sub groups pass their results to Sally so that they can be distributed around the full group.

The groups were thanked for their work.

The results will be used to inform the next more detailed community consultation. They will be invaluable to the appointed consultant who will prepare the next stage of consultation.

## **10. Next Stage of the Plan**

### **(i) Feedback to the community**

Following discussion it was agreed that a display be prepared which will be located in various community locations in June. The display would provide information on:

- What a Neighbourhood Plan is
- The Early engagement questionnaire
- The analysis of the questionnaire
- The priorities/top topics which emerged from the questionnaire
- What happens next, when and how
- Seeking further involvement / feedback from the community

The venues and dates for the display need to be explored. Mike Gladstone to pursue.

The content for the display boards needs to be compiled and agreed by the group. Sally Laverick and Chris Phillips to pursue.

It was agreed that a large scale plan of the Parish and the village would be useful. Stuart Carter is to look into obtaining this.

### **(ii) Development of Issues**

This will be progressed through further consultation with the community. A funding application will be submitted to engage a consultant to co-ordinate a survey / questionnaire to the community to develop the issues already identified.

## **11. Timeline**

The Neighbourhood Plan is broadly meeting the timeline dates.

## **12. Next Steps**

The next steps were agreed:

- The sub groups forward their work on the early engagement questionnaire analysis to Sally
- Sally to distribute the work of the sub groups to all members for information

- A meeting be arranged with the Civic Trust
- The grant application to Locality be progressed
- A grant application be progressed to fund the Conservation Area Appraisal
- The venues for a display to feedback the results of the early engagement questionnaire be explored
- Content for the display be prepared

**13. Date of next meeting**

The next meeting to take place on Tuesday 5 May 2015 at 7.15pm at Lynwood House, Lanchester

Meeting ends 8.45pm