



## Neighbourhood Plan Working Group

Lynwood House  
Tuesday 4 November 2014  
7.15pm

**Present** Councillor Mike Wardle (Chair), Councillor Ossie Johnson,  
Councillor Keith Harrison, Councillor Paul Jackson,  
Councillor Colin Burton, Steve Bailey, Jill Gladstone, Chris Phillips,  
Michael Horsley, Mike Gladstone, Terry Coult, Fiona Green,  
Eric Hepplewhite, Brian Naylor

Stuart Carter – Spatial Policy Team, Durham County Council

**1. Welcome**

Councillor Mike Wardle welcomed everyone to the meeting.

**2. Apologies for Absence**

Apologies were received from Councillor Stuart Walker

**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. Conservation Area Appraisal**

At the last meeting members had been informed that the County Council would not be undertaking a Conservation Area Appraisal of Lanchester at this time. The County Council would be concentrating on other areas in the County.

A Conservation Area Appraisal could include information on buildings, views settings, assessing what is important etc.

Fiona Green has experience in preparing Conservation Area Appraisals and has spoken to the North of England Civic Trust who have offered the following advice:

- They suggest approaching the County Council seeking clarification on their decision. They suggest that we try to influence the priority that Lanchester has particularly in light of the recent substantial housing applications.
- The community could write their own appraisal.
- The appraisal would need to be adopted by the County Council

The Civic Trust have experience in this field and would be able to guide the process for a fee. They would also be willing to attend a meeting of the group for free to offer a level of advice.

It was agreed that the Civic Trust is invited to a future meeting.

Stuart Carter agreed to discuss the current situation with County Council officers.

The group were informed that examples of Conservation Area Appraisals could be viewed on the County Council website.

It may be possible to secure funding to undertake a Conservation Area Appraisal.

## **6. Community Engagement Statement**

Following two minor amendments the Statement was agreed.

## **7. Consultation Groups**

The list of consultation groups was received

## **8. Early Engagement Questionnaire**

Some minor amendments were made to the questionnaire including expanding it to cover four sides and moving the map to the front page for more impact.

A price for printing the questionnaires had been received as follows:

3 page questionnaire (1 page colour) £174.00 for 1000.

The printing costs were approved. It was accepted that there may be an increase in cost due to the questionnaire increasing to four sides and a possible increase in quantity.

A lengthy discussion took place on what the completed questionnaire content may reveal. The purpose of the questionnaire was not to generate a wish list

but to identify areas / themes which would be explored in greater detail and from which a planning policy could be formulated.

The Neighbourhood Plan would be a planning document which would include a number of planning policies which would need to be in general conformity with the County Plan.

Following a detailed discussion about distribution, returns and timescales the following was agreed:

#### **Awareness campaign**

- Parish Council Newsletter – November – article to inform the community
- Village Voice – November – article to inform the community
- Village Voice – December – article to inform the community
- Village Voice – January – article to remind the community of the return deadline
- Parish Council website – information on the questionnaire

#### **Circulation of questionnaire**

- People will be made aware of where they can pick up a questionnaire through:
  - Village Voice article
  - Parish Council website
  - Parish Council notice board
  - Durham County Council website
- Questionnaires can be picked up from the following venues:
  - Community Centre
  - Post Office
  - Library
  - Parish Council Office
  - Shops
- Questionnaires can be downloaded from the Parish Council website
- Questionnaires will be hand delivered to the hamlets of Ornsby Hill, Hollinside, Hurbeck Cottages and Malton
- Questionnaires will be posted out to the farming community and rural dwellings
- The consultation groups will be contacted by the agreed members of the working group and encouraged to complete a questionnaire on behalf of their group
- The list of parish groups as identified in the DIAL document will be contacted and a questionnaire sent out to them

#### **Questionnaire Returns**

- Completed questionnaires can be dropped into boxes at the following locations:
  - Post Office
  - Community Centre
  - Library
  - Parish Council Office
- Completed questionnaires can be posted back to the Parish Council

It was agreed that the questionnaires would be circulated in January to both groups and individuals with a deadline date for returns being 30 January 2015.

## **9. Timeline**

The timeline spreadsheet was approved.

## **10. Update on County Plan – Inspectors Meeting**

Members were informed that several meetings had taken place regarding the County Plan.

A further week of meetings was scheduled to complete stage 1, following which a report on the findings would be presented.

Stage 2 of the process will look at more specific development sites.

## **11. Next Steps**

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

- Work continues on the action plans of the current parish documents
- North of England Civic Trust is invited to attend a future meeting of the group to discuss a Conservation Area Appraisal
- Stuart Carter is to discuss the Conservation Area Appraisal with officers at the County Council
- Amendments are made to the questionnaire
- The articles are written as detailed in section 8
- The questionnaires are printed
- The circulation venues for the questionnaire are arranged
- The return venues for the questionnaire are arranged
- The mail out for the questionnaires is co-ordinated
- The questionnaires are distributed to the working group members as required
- The questionnaire is distributed to the list of village groups as identified in the DIAL document

## **12. Date of next meeting**

The next meeting to take place on Tuesday 17 February 2015 at 7.15pm at Lynwood House, Lanchester

Meeting ends 9.00pm