



## Neighbourhood Plan Working Group

Lynwood House  
Tuesday 5 May 2015  
7.15pm

**Present** Councillor Mike Wardle (Chair), Councillor Ossie Johnson, Councillor Paul Jackson, Councillor Ann Cook, Councillor Colin Burton, Councillor Keith Harrison, Councillor Stuart Walker, Michael Horsley, Chris Phillips, Eric Hepplewhite, Steve Bailey, Charles Petrie, Elaine Hogg, Brian Naylor, David Friesner, Terry Coult, Simon Green

Stuart Carter – Spatial Policy Team, Durham County Council  
Daniel Woodward – Northumbrian Water Ltd

### 1. **Welcome**

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

Mike introduced Daniel Woodward from Northumbrian Water Ltd to the meeting. Daniel explained that Northumbrian Water Ltd would like to engage with the Lanchester Neighbourhood Plan process to understand what the plan may mean in terms of water and sewage requirements for any developments.

### 2. **Apologies for Absence**

Apologies were received from, Mike Gladstone, Jill Gladstone, Fiona Green, Jules Brown and Chris Anderson

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

There were no declarations of interest.

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

The notes from the meeting held 24 March were received.

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

Mike Wardle informed the group that County Officers had attended a meeting of the County Neighbourhood Plan Group on 9 April.

At this meeting the group were informed that the County Council were considering a response to the Inspectors Interim Report on the County Plan and were seeking legal advice on this matter.

The two options were to amend and continue with the current plan or to withdraw the County Plan.

The position in terms of planning is that the 9 existing local plans (7 x District documents plus the minerals and waste plans) remain as valid planning documents. In addition the draft County Plan is still a relevant document as it has not at this stage been withdrawn.

The County Council is to produce a document outlining the relevant planning documents which will be distributed to all parishes. This document is expected shortly.

## **6. County Neighbourhood Plan Meeting**

Mike Wardle and Sally Laverick attended the County meeting on 9 April. The advice for groups was to continue with the preparation of their plans despite the issues with the County Durham Plan.

A useful discussion took place with other Parish and Town Councils on various aspects of Neighbourhood Planning.

## **7. Conservation Area Appraisal / Funding Advice**

Apologies had been received from Jules Brown and Chris Anderson.

The group were informed that a meeting had taken place with Jules Brown from the North of England Civic Trust (NECT) and representatives of the working group on 15 April to discuss the preparation of a Conservation Area appraisal (CAA). Lanchester does not currently have a CAA and it was felt that producing one would provide valuable evidence for the Neighbourhood Plan.

Following discussions it was agreed that a document covering the whole of the parish and not just limited to the conservation area would be more valuable. It was also acknowledged that the Locality Map document and Village Design Statement provided a considerable amount of information and evidence to feed into the process.

The NECT have experience in producing this type of document.

Funding would need to be explored to deliver this piece of work.

It would be necessary to correspond with the County Council to seek advice on format and process for the document and to seek assurance that the document would be approved and accepted by the County Council once it is completed. Correspondence has been sent to the County Council regarding this issue.

The group discussed possible funding streams. It was also felt that Chris Anderson may be able to offer advice on funding avenues.

It was agreed that a meeting be arranged with Jules Brown, Chris Anderson and representatives from the working group to discuss this document and how it fits with the overall Neighbourhood Plan in terms of timescale and content.

## **8. Stage 2 Questionnaire**

The group were informed that an application to 'Locality' had been submitted for a grant of £4,000.00 to pay for consultancy support towards preparing a stage 2 questionnaire. The outcome of the application should be known in the next few weeks.

It will be necessary to agree the distribution and analysis of the questionnaire in due course.

If the grant is approved a series of meetings will need to be arranged with the consultants to progress the work.

The group discussed timescales and agreed that the questionnaire should be planned to be distributed in September.

## **9. Feedback to the Community**

Following the analysis of the early engagement questionnaire which had been distributed during January, it is necessary to feedback the results to the community.

It is intended to do this through the preparation of a display which can be placed in venues in the community throughout June.

The group considered the draft display panels and amendments were made. Any further amendments need to be forwarded to Sally by 12 May.

It was agreed that 2 sets of the display panels be purchased (£216.00 per set) along with A3 and A2 size maps of the parish.

The venues for the display panels were agreed as follows:

- Library
- Community Centre
- Social Club

- Croft View Halls
- Methodist Chapel
- St Bedes Sixth Form College

It was agreed some staffed sessions should be arranged.

It was agreed that the community be informed of the display through:

- Article in the Village Voice
- Face book
- Parish Council website

## **10. Timeline**

The amended timeline was received.

## **11. Next Steps**

- A meeting be arranged with Jules Brown, Chris Anderson and representatives from the working group to discuss a landscape characterisation/appraisal and how it fits with the overall Neighbourhood Plan in terms of timescale and content.
- Advice is sought from the County Council on the format and process for the Landscape Characterisation/appraisal and assurance is sought that the document would be approved and accepted by the County Council once it is completed.
- Funding is pursued for the preparation of a Landscape Characterisation/appraisal
- Amendments be received for the display panels
- Two sets of the display panels are produced along with maps of the parish
- A timetable of venues is produced and confirmed
- A staffed session for the display is organised
- Information on the display is distributed via:
  - Article in the Village Voice
  - Face book
  - Parish Council website

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

The next meeting to be arranged following the decision on the grant application to 'Locality'

Meeting ends 8.30pm