



Lanchester Parish Council



Neighbourhood Plan Working Group

Park House
Tuesday 6 May 2014
7.15pm

Present Councillor Mike Wardle, Councillor Ossie Johnson,
Councillor Colin Burton, Councillor Stuart Walker
Chris Phillips, Alan Myers, Eric Hepplewhite, Terry Coult,
Steve Bailey, Jill Gladstone, Mike Gladstone, Brian Naylor

Stuart Carter – Spatial Policy Team, Durham County Council

1. **Welcome**

Councillor Ossie Johnson, Chair of Lanchester Parish Council welcomed everyone to the first meeting of the Neighbourhood Plan Working Group.

He informed the group that the Parish Council had ratified the recommendation from the Planning Committee to commence work on a Neighbourhood Plan.

He welcomed Stuart Carter from Durham County Council who was attending to offer advice and support to the process.

Councillor Mike Wardle took over as Chair of the meeting.

2. **Apologies for Absence**

Apologies were received from Michael Horsley, Elaine Hogg and Ann Cook

3. **Working Group**

The Chair informed the group that this first meeting would be a strategic meeting to consider how we would produce a Neighbourhood Plan.

The size of the group needs to be effective and not too unwieldy. It may also be possible for some work to be undertaken in smaller sub groups.

Stuart advised that the working group needs to comprise as broad a spectrum as possible. We need to consider who the stakeholders are.

The current group includes representatives from:

- Lanchester Parish Council
- Lanchester Partnership
- Campaign to Protect Rural Lanchester Group
- The farming community
- Members of the community

It was agreed that representatives from the business community and younger people should be encouraged to become part of the group. The group would be open to attendance by representatives from other community groups and individuals as appropriate.

The frequency of the meetings will be determined as work progresses.

4. Geographical Area for Neighbourhood Plan

Stuart confirmed that the Parish boundary could be appropriate.

The group discussed whether the A68 should be the natural boundary.

Community documents such as the Locality Map and Parish Plan used the parish boundary as its area.

Recommended - that the Parish boundary be used as the geographical area for the Neighbourhood Plan

Stuart advised that an application needs to be made to Durham County Council to get the area designated. This is a formal application which carries a 6 week consultation period.

5. Issues / Policies

The group considered the following existing community documents:

- Parish Plan
- Village Design Statement
- Locality Map

The three documents contain action plans which are in different formats. It may be useful to consider redrafting those in the Parish Plan and the Locality Map to conform with that used in the Village Design Statement. It was agreed that it would be useful for members of the group to familiarise themselves with the documents and the action plans.

It was agreed that the action plans from the Parish Plan and Locality Map are attached to the minutes.

Copies of the documents will be made available for members of the group.

All three documents were the result of substantial community involvement and community consultation. It is expected that the issues identified in the documents are probably still relevant as issues today.

The following were considered as possible issues for a Neighbourhood Plan:

- Historic Environment
- Settlement Limit
- Flooding
- Designation of Green Spaces
- Wildlife Corridors
- Landscape Corridors

In addition sustainable development and energy was considered as a possible issue. The group were informed that the County Council employs an officer who may be able to offer advice on this issue.

It was also suggested that the schools should be involved in the process.

Stuart informed the group that a Neighbourhood Plan needed to broadly conform with the County Plan. A close working relationship with County Officers would facilitate this.

Producing a Neighbourhood Plan is quite an undertaking. Some communities have paid for consultants to assist with their plans.

6. Community Consultation

Stuart advised that the first consultation should be broad so as not to restrict feedback. Suggestions for consultation include:

- Household surveys
- Business questionnaires
- Young persons survey
- 'Open house' events

When an inspector looks at the plan, the consultation process will be considered.

It was agreed that the Village Voice could be a valuable vehicle for informing and consulting with the community.

Recommended - that to provide some early feedback that an article is placed in the Village Voice informing the wider community that a Neighbourhood

Plan is being prepared, listing a number of potential issues and seeking feedback and suggestions.

Stuart confirmed that a formal 6 week consultation process needs to be undertaken on the draft Neighbourhood Plan.

7. Grants

Stuart informed the group that there are several sources of funding. He is to forward the details to the group.

8. Next Steps

The steps to prepare a Neighbourhood Plan were discussed as follows:

- Apply to Durham County Council to get the Neighbourhood Plan geographical area accepted – 6 weeks consultation period
- Durham County Council sign off the area
- Progress the Neighbourhood Plan through the working group
 - Consult, agree issues/policies, write plan
- 6 weeks formal consultation
- Submit the plan
- referendum

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

- Apply to Durham County Council to register the geographical area for the Neighbourhood Plan
- Stuart to provide a link to a 'Roadmap' document about Neighbourhood Plans
- Members of the group to look at the action plans of the Village Design Statement, Parish Plan and Locality Map
- Members to consider the County Plan submission with particular concern to those elements which impact on the Parish – do they require more detailed development
- A small article be placed in the Village Voice to inform the community and provide early feedback
- A small article be placed in the Parish Council newsletter to inform the community and provide early feedback

9. Date of next meeting

The date of the next meeting to take place on Monday 2 June at Park House at 7.15pm.

Meeting ends 9.00pm