



Neighbourhood Plan Working Group

Lynwood House
Wednesday 7 October 2015
6.30pm

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

1. **Welcome**

Councillor Mike Wardle welcomed everyone to the meeting.

2. **Apologies for Absence**

Apologies were received from Stuart Carter, Val Robson Eric Hepplewhite and David Friesner.

3. **Declarations of Interest**

There were no declarations of interest.

4. **Notes from the last meeting**

The notes from the meeting held on 9 September were received.

5. **Community Profiling / Evidence**

Members of the working group are continuing work on gathering evidence and profiling information.

6. Conservation Area Appraisal

The County Council are leading on the Conservation Area Appraisal which is due to be completed and approved by March 2016.

Four sessions have been arranged in October to assess the conservation area. The first session has taken place and 10 volunteers attended to take part in the process.

Once the site visits have been completed, officers from the County Council will write the Conservation Area Appraisal document following which consultation will take place with the community.

7. Heritage Audit

The North of England Civic Trust (NECT) have been appointed to assist the group in producing a Heritage Audit for the Parish. NECT will provide training and support to enable volunteers to undertake the Heritage Audit which is likely to commence in November.

In addition NECT have been asked to provide a price for writing the document.

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.

8. Topic Based Questionnaire

The draft questionnaire had been distributed to the group prior to the last workshop which had taken place on 29 September.

At the workshop on 29 September the content of the questionnaire had been discussed in great detail and a number of amendments agreed. The consultant had made the necessary amendments and the questionnaire had been recirculated to the group prior to this meeting.

The questionnaire was discussed by the group.

Some additional amendments were discussed. Members of the group were asked to comment on the suggested amendments by Monday, following which advice would be sought from the consultant on their inclusion.

Discussion also took place on the section regarding green spaces. Chris Phillips outlined the work that he and Brian Naylor had undertaken on identifying all the green spaces in the village and wider Parish. It was agreed that this map would not be included in the questionnaire.

It was also agreed that a front and back cover would be added which would contain many images of the village and Parish.

The timescale for the administration of the questionnaire was discussed.

It was agreed that the questionnaire should be distributed at the end of January.

It will be necessary to consider and agree the detail and scope of the community consultation including:

- Methods of questionnaire distribution and collection
- On-line completion of questionnaires
- Events

9. Next Steps

- Work continues on community profiling and evidence collation
- The topic based questionnaire is finalised
- A front and back cover is designed
- Community consultation for the topic based survey is drawn up
- Survey monkey is explored for on-line submissions and analysis purposes

10. Date of next meeting

The next meeting to be on Thursday 12 November at 6.30pm at Lynwood House

Meeting ends 8.00pm