



Neighbourhood Plan Working Group

Lynwood House
Wednesday 9 September 2015
6.30pm

Present Councillor Mike Wardle (Chair), Councillor Paul Jackson,
Michael Horsley, Chris Phillips, Elaine Hogg,
David Friesner, Terry Coult, Mike Gladstone,
Jill Gladstone, Fiona Green,

Val Robson - 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 Ossie Johnson, Councillor Ann Cook, Councillor Colin Burton, Councillor Stuart Walker, Stuart Carter, Brian Naylor, Steve Bailey, Eric Hepplewhite

3. **Declarations of Interest**

There were no declarations of interest.

4. **Notes from the last meeting**

The notes from the meeting held 21 July were received.

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

The outcome of the discussions between Durham County Council and DCLG is awaited.

It is expected that further information on the County Plan will be received at the next County Neighbourhood Plan meeting in October, in particular the position between the County Plan and emerging Neighbourhood Plans.

It was agreed that we need to maintain close links with the County Council.

6. Community Profiling / Evidence

Members of the working group have met and the following areas are being explored:

- **Census Statistics**
The census data from 2011 is being used to compare to 2001 both in Lanchester and across the wider county. Examples of statistics gathered were provided and discussed. Work continues on gathering and interpreting these statistics.
- **Housing Needs Assessment**
Work has been undertaken on the scale and depth of assessment required. Examples of Housing Needs Assessments have been gathered from other Neighbourhood Plans. Our consultant has also provided a view and is liaising with the County Council.
- **Open Space Assessment**
The open spaces both within the village and across the wider Parish have been mapped and identified. Consideration has been given to how other Neighbourhood Plans have addressed open spaces.
- **Retail & Commercial**
Work has started on gathering information
- **Lanchester Today**
A draft introduction to the Neighbourhood Plan has been compiled by Mike Gladstone and circulated to the working group. Comments and feedback to be passed to Mike Gladstone.

Work on these areas will continue.

7. Conservation Area Appraisal and Heritage Audit

Val Robson from the County Council attended the meeting to discuss the progression of the Conservation Area Appraisal.

The group were informed that the appraisal needed to be approved by the end of March 2016.

The following was agreed:

- The conservation area will be split into 7 areas
- Each area will be surveyed using the toolkit survey form
- The visits will take place in October over several weeks
- It should be possible to survey more than one area in a single visit, thereby reducing the number of sessions needed
- Val Robson will attend each session
- Each session will include a short briefing meeting, a site visit and the completion of survey forms
- Volunteers are welcome to attend the sessions or complete the survey form independently

The assessment will consider the current conservation area and article IV areas and whether they are still fit for purpose. It will also consider listed and unlisted buildings.

Val is to e-mail the toolkit form which will be circulated around the group.

Val is to liaise with Sally to agree dates for the sessions in October and produce promotional literature.

It was agreed that the community is made aware of the appraisal and how they can get involved as follows:

- Article in the Village Voice
- Posters in key village locations
- Notify History Group
- Notify Friends of Longovicium
- Inform St Bedes School

The group were informed that a revised proposal had been received from the North of England Civic Trust (NECT) to assist the group in producing a Heritage Audit for the Parish. NECT would provide training and support to enable volunteers to undertake the Heritage Audit.

The Parish Council have agreed to pay for the Heritage Audit and have also received a grant from the County Councillors Members Initiative Fund to contribute towards the cost.

The Heritage Audit is to take a similar volunteer approach as the Conservation Area Appraisal and is likely to commence in November.

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. Community Consultation

The second workshop took place on 30 July and focused on developing the second stage questionnaire/survey.

The consultants are currently drawing up a draft questionnaire for consideration.

It is expected that the draft questionnaire will be received ahead of the third workshop scheduled for 29 September. The questionnaire will be circulated around the group once it is received.

It was agreed that this will be a major piece of consultation and that it is important that the questionnaire covers all elements.

It will be necessary to consider the detail and scope of the community consultation.

9. Next Steps

- Work continues on community profiling and evidence collation
- Feedback on the draft introduction be passed to Mike Gladstone
- The toolkit survey form to be e-mailed around the group
- The dates for the Conservation Area Appraisal sessions are organised and circulated around the working group
- Information on the Conservation Area Appraisal is circulated as follows:
 - Article in the Village Voice
 - History Group
 - Friends of Longovicium
 - St. Bedes School
 - Posters in key village locations
- Progress on the Heritage Audit is made
- The draft questionnaire is circulated around the group

10. Date of next meeting

The next meeting to be on Wednesday 7 October at 6.30pm at Lynwood House

Meeting ends 7.45pm