



Neighbourhood Plan Working Group

Lynwood House
Tuesday 24 November 2015
6.30pm

Present Councillor Mike Wardle (Chair), Councillor Paul Jackson, Councillor Ann Cook, Terry Coult, Brian Naylor, Michael Horsley, Chris Phillips, Mike Gladstone, Jill Gladstone, Joe Ridgeon, Stuart Carter, Eric Hepplewhite, David Friesner, Christine Lever, Elanor Johnson

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, Steve Bailey, Elaine Hogg and Fiona Green.

3. **Declarations of Interest**

There were no declarations of interest.

4. **Notes from the last meeting**

The notes from the meeting held on 7 October were received.

5. **Heritage Audit**

Elanor Johnson from the North of England Civic Trust (NECT) attended the meeting to present information on the Heritage Audit. The intention is to guide, train and mentor volunteers to undertake the Heritage Audit.

The audit will look at the heritage in the Parish. It will identify what we have, understand, map, research and record what we have and identify how important it is. In simple terms the audit will identify what heritage there is and how important it is.

From this work we can then make informed decisions for the future.

The group discussed areas of heritage including: land use, views, entrances to the village, industrial heritage, Roman heritage, wildlife, activities, churches etc.

There is tangible heritage and intangible heritage.

Elanor went through the process of compiling an audit. She is to set up a spreadsheet which can be populated with information. The spreadsheet will include:

- Name
- Grid Reference
- Designations
- Where information is kept about it
- Level of value / significance

It was agreed that a large amount of heritage information was available in existing documents. It was agreed to put together a pack of local documents for Elanor, to include: Parish Plan, Village Design Statement, Locality Map, Wildlife Book, Heritage Walks, Longovicium.

In order to progress the audit it was agreed that a community session be arranged to invite members of the community to drop in and identify and share their heritage knowledge. This would be a community mapping session. It was agreed that the session should take place at the community centre, possibly on Wednesday 13 January between 2pm – 7pm.

Following on from the community mapping session, a second session will be arranged to train volunteers to undertake the survey work. Training will be given on how to complete survey forms and how to apply weighting and significance to the heritage identified. It was agreed that this session should take place towards the end of January and have two timeslots to accommodate more people. The training will take place at Lynwood House, between 2.00pm – 4.30pm and 6.00pm – 8.30pm, the date to be confirmed. It is hoped that at this session the survey work can be allocated to individuals and groups to complete. The group discussed the importance of this training session to adopt a systematic and robust approach to the survey work.

A wide range of people and ages is needed.

An article will be submitted to the Village Voice and poster placed around the community informing the community of the Heritage Audit and how they may become involved.

It is planned to start the work in January and complete in April.

6. Conservation Area Appraisal

The site visits have taken place along with a session to discuss all the information received. Val Robson from the County Council is currently writing the draft document.

A meeting has been arranged for Thursday 14 January at 9.30am at Lynwood House to consider the draft. Following this the community will be consulted on the document.

The group asked that the draft document be circulated around the group prior to the meeting on 14 January.

7. Topic Based Questionnaire

The front and back cover was considered. It was agreed to use the section headings as a strap line on the front cover. The content of the front and back cover was agreed.

The following queries to the questionnaire were made:

Section F draft objective 5 – can we include the word ‘Parish’

Q5 - is there a simpler wording for ‘ General open market homes for sale’ and ‘General open market homes for rent’

Q38 - add another option – ‘Other – please state’

- take out option ‘Holiday home owner in the Parish’

- add option ‘Are you a developer interested in developing in the Parish’

Q35 - add house number

It was agreed to seek advice from Shaun Hanson on these suggested amendments.

Information on the community consultation for the questionnaire was discussed and agreed. The following elements were agreed:

- The questionnaire is delivered to houses in the village by Top Banana
- The drop off / pick up locations for the questionnaire are arranged
- Questionnaires are delivered to businesses in the middle of the village
- Questionnaires are delivered to hamlets in the Parish
- Questionnaires are posted to rural dwellings in Parish
- A staffed event to promote the questionnaire is arranged
- Letters are distributed through the school satchel system

- Information is placed on the Parish Council notice board
- Articles to be submitted to the Village Voice
 - January
 - February
- Article in the Parish Council Newsletter
- Banner on the Village Green

A staffed event to promote the questionnaire will take place on Saturday 20 or 27 February. It was agreed to explore if this could take place at the Methodist Church to run alongside their coffee morning. It was also agreed to speak with Val Robson to explore if this could be a joint event to consult on the Conservation Area Appraisal.

The group discussed the businesses in the Parish and how to contact them. The rural businesses will receive a questionnaire and the businesses in the middle of the village will receive a questionnaire. Stuart Carter is to look for details of other business contacts in the Parish.

8. Community Profiling / Evidence

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

9. Next Steps

- Work continues on community profiling and evidence collation
- A pack of local documents is forwarded to Elanor
- The community mapping session is arranged for the Heritage Audit
- The training session is arranged for the Heritage Audit
- Posters are designed and displayed in the community
- An article about the Heritage Audit is submitted to the Village Voice
- The front cover of the questionnaire is amended
- Advice is sought from Shaun Hanson on amendments to the questionnaire
- Survey monkey is progressed for on-line submissions and analysis purposes
- Community consultation for the questionnaire is arranged as follows:
 - The drop off / pick up venues for the questionnaire are arranged
 - A staffed event to promote the questionnaire is arranged
 - Letters are distributed through the school satchel system
 - Information on the Parish Council notice board
 - Article in the Village Voice - January
 - February
 - Article in the Parish Council Newsletter
 - Banner on the Village Green
 - Deliver questionnaire to businesses in Front Street
 - Deliver questionnaire to hamlets in the Parish
 - Post questionnaires to rural dwellings in Parish

- The questionnaire is delivered to houses in the village by Top Banana
- Speak to Val Robson about a joint consultation event
- Stuart Carter to look for business contacts

10. Date of next meeting

The date of the next meeting to be confirmed following confirmation of the questionnaire workshop in February

Meeting ends 8.30pm