



Neighbourhood Plan Working Group

Lynwood House
Thursday 4 February 2016
6.30pm

Present Councillor Mike Wardle (Chair), Councillor Paul Jackson, Brian Naylor, Steve Bailey, Chris Phillips, Mike Gladstone, Jill Gladstone, David Friesner

1. **Welcome**

Councillor Mike Wardle welcomed everyone to the meeting. He thanked all those who had helped out with the village questionnaire delivery.

2. **Apologies for Absence**

Apologies were received from Councillor Ossie Johnson, Councillor Stuart Walker, Elaine Hogg, Fiona Green, Terry Coult and Stuart Carter

3. **Declarations of Interest**

There were no declarations of interest.

4. **Notes from the last meeting**

The notes from the meeting held on 24 November were received.

5. **Heritage Audit**

The North of England Civic Trust are supporting the production of a Heritage Audit for the Parish. The intention is to guide, train and mentor volunteers to undertake the Heritage Audit. The audit will identify what heritage there is and how important it is.

A community mapping session took place on Wednesday 13 January. This was attended by approx. 40 people who identified a considerable number of heritage assets across the Parish. Elanor from NECT took away the vast amount of information received on the day and has set up a spreadsheet which lists all the heritage assets. This spreadsheet will be used by volunteers to undertake the survey work.

Two volunteer training sessions took place on Thursday 28 January. Fourteen volunteers attended the 2.30pm – 5.00pm session and six volunteers attended the 6.00pm – 8.00pm session. The sessions led by NECT aimed to train volunteers to undertake the survey work. Training was given on how to complete survey forms and how to apply weighting and significance to the heritage identified. At the sessions, volunteers identified any heritage assets they wished to survey. Elanor will now split the list of identified assets amongst the volunteers and inform each volunteer which assets they have been allocated. At the training session it was agreed that the surveys should be completed and information returned to Elanor by 6 March. The volunteers agreed to meet on Thursday 11 February to review and exchange information.

The working group discussed the considerable amount of work that the Heritage Audit has produced. Approximately 200 assets have been identified. The group discussed whether the list could be prioritised or whether the submission date could be extended. It was agreed that this should be discussed at the meeting of volunteers on 11 February.

6. Conservation Area Appraisal

A meeting took place on 27 January to consider the draft document. This document was distributed electronically to the working group prior to the meeting.

The County Council is now consulting the community on the draft Conservation Area Appraisal. The consultation period will last until the end of February. On 3 February a public consultation event was held at Lynwood House which was attended by members of the community.

The group discussed the land up Cadger Bank next to the ancient scheduled monument. This area is not included in the conservation area. It was agreed to pursue this matter with the County Council to see if it can be included in the conservation area or designated as an area of high landscape value.

7. Topic Based Questionnaire

The following actions have taken place:

- Questionnaires have been hand delivered to all houses in the village
- Questionnaires have been posted to rural dwellings

- Questionnaires have been hand delivered to businesses in the middle of the village
- Questionnaires have been posted to businesses in the Parish
- A supply of questionnaires has been made available at the Post Office, Community Centre, Library and Lynwood House
- Return boxes have been placed at the Post Office, Community Centre, Library and Lynwood House
- Letters have been distributed to parents through the school satchel system at both primary schools encouraging return of questionnaires
- Information has been placed on the Parish Council notice board
- Article was placed in the Village Voice at the end of January
- An article was placed in the Parish Council newsletter which was distributed at the beginning of February
- A staffed open day event has been arranged for Saturday 20 February between 10am – 12noon at the Methodist Church
- Survey Monkey has been used to allow on-line submissions
- The link to the on-line survey has been promoted in all correspondence and articles
- The link to the on-line survey is available through the Parish Council website

It was agreed that a further article appear in the Village Voice at the end of February to encourage returns of the questionnaire.

The group discussed the open day event on 20 February. It was agreed that a display of information be prepared. It was agreed that posters be distributed through the village and that laminated notices be placed around the village on the morning of the event. Notice of the event has already been published on the website, Parish Council notice board and through press articles.

Any paper questionnaires received will need to be submitted on-line as the analysis of the questionnaires will take place through Survey Monkey. This is likely to be a labour intensive task. It will be necessary to empty the return boxes regularly throughout February.

8. Rural Planning Seminar

Members of the working group reported back to the group on a seminar attended on the 3 February regarding rural planning, including sessions on Neighbourhood Planning. (notes of presentation attached)

It was agreed to ask the County Council if they have a list of developers / landowners / land agents within Lanchester Parish.

9. Next Steps

- The Heritage Audit is progressed
- Advice is sought from the county council on the land up Cadger Bank
- An article is placed in the Village Voice at the end of February
- Open day event 20 February
 - Display be prepared
 - Posters placed around the village
 - Laminated notices be displayed on the morning of the event
- Questionnaire return boxes are emptied throughout February
- Questionnaires returned via paper copies are entered on-line
- The County Council is asked for information on developers / landowners / land agents within Lanchester Parish.

10. Date of next meeting

The next meeting of the group to take place on Tuesday 15 March at 6.30pm at Lynwood House.

Meeting ends 8.00pm