

# Lanchester Parish Council



## Neighbourhood Plan Working Group

Lynwood House  
Wednesday 4 May 2016  
6.30pm

**Present** Councillor Mike Wardle (Chair), Councillor Paul Jackson,  
Councillor Ossie Johnson, Councillor Ann Cook, Brian Naylor,  
Steve Bailey, Chris Phillips, Michael Horsley, Mike Gladstone,  
Jill Gladstone, David Friesner, Terry Coult,

Shaun Hanson – Planning Advice Plus

### 1. **Welcome**

Councillor Mike Wardle welcomed everyone to the meeting.

### 2. **Apologies for Absence**

Apologies were received from Stuart Carter, Eric Hepplewhite 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 15 March were received.

The group were informed that an e-mail had been received from Stuart Carter providing information on the relationship between progress on the Neighbourhood Plan and progress on the County Plan. It was agreed to circulate this information around the group.

## **5. Future Support for the Neighbourhood Plan**

Shaun Hanson from Planning Advice Plus attended the meeting to outline how he could provide consultancy support to the group to progress the Neighbourhood Plan.

Shaun outlined what he saw as the next steps in the preparation of the Neighbourhood Plan.

The gathering of preliminary information has been undertaken. An early engagement questionnaire was administered in 2015 and the results informed a topic based questionnaire which was administered in February 2016. There is now a requirement to turn the information into draft content for the plan. There are a number of logical steps to follow to achieve this. We need to bring all the information together in a systematic way and make sense of it in the context of a Neighbourhood Plan. Shaun recommends that a topic paper is prepared for each objective / area. This paper will bring together all information and provide a framework for the plan. Options of how to achieve the objective will be drawn up which will form the basis of a new consultation with the community. It may be that further information needs to be sought during the process of preparing the topic paper. It was acknowledged that some of the topic areas may be more complex than others.

The group discussed a proposal received from Shaun to provide consultancy support to the group. The proposal includes a workshop to discuss and understand the 'topic paper' approach. Shaun proposes to tackle the housing topic paper and undertake work on the historic environment. Following the workshop members of the group may work on other topic areas.

The group were informed that £5000 was still available from Locality to provide support in developing a Neighbourhood Plan. The group had already successfully applied and secured £4000 in 2015. This money had been used to appoint Shaun Hanson to assist with the development of the recently administered topic based questionnaire.

It was agreed that an application for a grant of £5000 be made to 'Locality' for support as per the proposal provided by Shaun Hanson.

If the funding application is successful, the workshop to commence the work will be arranged for the end of June / early July.

## **6. Heritage Audit**

Work is progressing on the Heritage Audit.

Elanor from the North of England Civic Trust provided a progress report which was distributed and discussed by the group (report attached). The report gave information on the format for the final document and the timescale for completion.

A meeting to discuss and decide significance of each asset is required. It was agreed that a meeting to include the Heritage Audit volunteers and the Neighbourhood Plan working group be arranged for Tuesday 7 June at 1pm at Lynwood House.

It was agreed to ask NECT to provide a quote to undertake work on policy development for the Neighbourhood Plan

## **7. Conservation Area Appraisal**

The public consultation period for the draft document has now ended. Information is awaited from Durham County Council on whether the appraisal has been approved.

## **8. Topic Based Questionnaire**

The questionnaire was administered during February.

307 responses have now been received. The paper questionnaires have been entered onto Survey Monkey.

An overall quantitative analysis of the questionnaires has been distributed to the group which provides general statistics. The qualitative information in terms of the textual information has been distributed to the group.

Several members of the working group have met to undertake some due diligence on the questionnaire returns. A 5% sample of questionnaires was checked for accuracy of input onto Survey Monkey and found to be 100% accurate.

There is a need to undertake further analysis of the text answers. It was agreed to use a template provided by Shaun Hanson to sort and categorise the responses.

It was agreed to provide an article for the Village Voice to provide feedback to the community on the questionnaire results.

## **9. Next Steps**

- The e-mail from Stuart Carter is circulated to the group
- A grant application is made to 'Locality'
- If the funding application is successful, a workshop will be arranged for the end of June / early July.
- A meeting is arranged to discuss 'significance' ratings for the Heritage Audit
- NECT is asked to provide a quote to undertake work on policy development for the Neighbourhood Plan

- Further analysis of the questionnaire returns is undertaken
- Feedback on the recent questionnaire survey is provided to the community through an article in the Village Voice

**10. Date of next meeting**

The next meeting of the group will be on June 7 at 1pm at Lynwood House to progress the Heritage Audit.

Following approval of the grant application a workshop will be arranged with Shaun Hanson to progress the topic papers.

Meeting ends 8.00pm