

Lanchester Parish Council



Neighbourhood Plan Working Group

Lynwood House
Thursday 17 January 2019
2.00pm

Present Mike Wardle (Chair)
Steve Bailey, Brian Naylor, Mike Gladstone, Chris Phillips,
Jill Gladstone, Councillor David Friesner, Terry Coult, Elaine Hogg

1. **Welcome**

Mike Wardle welcomed everyone to the meeting.

2. **Apologies for Absence**

Apologies were received from Councillor Paul Jackson and Stuart Carter.

3. **Declarations of Interest**

There were no declarations of interest.

4. **Appointment of Vice Chair**

Mike Wardle informed the group that he will be moving to York within 3 – 6 months. Mike has informed the Parish Council and offered to stay on as Chair of the working group. The Parish Council support the retention of Mike Wardle as Chair of the working group.

The working group considered the appointment of a Vice Chair. It was agreed that Steve Bailey takes up this role.

5. **Notes from the last meeting**

The notes from the meeting held on 4 December 2018 were received.

6. Lanchester Neighbourhood Plan – Draft Document

Draft 4 of the document had been circulated electronically to the working group before Christmas. Some minor amendments had been suggested. There were no further comments / amendments to be made at the meeting.

The group discussed whether LNP2 should appear before LNP1 in the plan document. It was agreed that the order remain as is for the present.

Feedback had been received from the County Council. Officers have considered the policies and a number of tweaks have been identified to sharpen the policies. They have also identified a few areas where the plan may be strengthened. The County Council aim to provide a report with the results of their health check by the end of the month.

Draft 5 of the document was distributed at the meeting. Members were informed that the following colour coding applied:

- Photos were identified in yellow
- Outstanding issues were highlighted in blue
- Cross references were highlighted in green

In addition the 'Community Consultation and Evidence Base' section on page 24 has been drafted and is attached in the document. The appendices in the 'Green Spaces and the Rural Environment' section have been relocated to sit within the policy chapter.

The following outstanding matters remain:

- The summary document for distribution in the community needs to be completed
- The glossary needs to be completed
Councillor David Friesner agreed to progress this
- Photos
 - Identify extra photos for 'Heritage' section
 - Include photos of community events
 - Source all photos
- Mapping
- SEIA / HRA
- Any items highlighted blue in draft 5

The group were asked to make any additional comments/amendments on the paper copy of draft 5 and return them by 22 January.

Draft 5 of the plan would be circulated electronically to those members of the group not in attendance asking for feedback in the same timescale.

Members were asked to consider the photographic requirements for the Neighbourhood Plan document and to forward any suggestions to Sally.

7. Strategic Environment Impact Assessment / Habitat Regulations Assessment

The group were informed that the County Council have commenced work on the Screening for the Strategic Environment Impact Assessment (SEIA) and the Habitats Regulations Assessment (HRA). Early indications suggest that it will not be necessary to undertake a SEIA or HRA for the Neighbourhood Plan. This will be confirmed by the County Council in due course.

8. Lanchester Design Statement

Draft 3 of the Lanchester Design Statement was distributed at the meeting.

The group were asked to make any comments/amendments on the paper copy of the plan and return them to Mike Gladstone by 25 January.

The draft plan would be circulated electronically to those members of the group not in attendance asking for feedback in the same timescale.

9. Consultation Period

The group were informed that a meeting had taken place with a company to produce and print the Neighbourhood Plan document and summary document for the consultation process.

The timescale and content for the 6 week consultation was considered and the following agreed:

- It is planned that the consultation period will include Easter, possibly 15 April – 27 May 2019
- A complete set of documents to be placed in key community locations
- A display be prepared to include the policies to be displayed in a community venue, preferably the Community Centre for the 6 week period
- A number of staffed sessions to be held during the consultation period
- Feedback forms to be available
- A summary document is prepared and distributed to all dwellings
- Information to be available on the Parish Council website

It was agreed to ask the County Council to clarify the different consultation periods and processes.

10. Next Steps

- The health check report is received from the County Council
- The outstanding areas of the plan are completed
- Members of the group to provide feedback on the fifth draft document by 22 January
- The draft document is circulated electronically to those members of the group not present at the meeting asking for feedback

- Members of the group to consider the photographic requirements for the plan
- The mapping amendments are progressed with Durham County Council
- Members of the group to provide feedback on draft 3 of the Lanchester Design Statement document to Mike Gladstone by 25 January
- Draft 3 of the Lanchester Design Statement document is circulated electronically to those members of the group not present at the meeting asking for feedback
- The results of the screening for the SEIA and HRA are received from the County Council
- The consultation is progressed and a plan drawn up
- The County Council are asked to clarify the consultation process

11. Date of next meeting

The next meeting of the group to take place on Tuesday 5 February at 2.00pm at Lynwood House.

Meeting ends 4.00pm