

Lanchester Parish Council



Neighbourhood Plan Working Group

Lynwood House
Thursday 23 May 2019
11.30am

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

1. **Welcome**

Mike Wardle welcomed everyone to the meeting.

2. **Apologies for Absence**

Apologies were received from Brian Naylor, Elaine Hogg and Terry Coult.

3. **Declarations of Interest**

There were no declarations of interest.

4. **Notes from the last meeting**

The notes from the meeting held on 1 May were considered.
An amendment was suggested and agreed to the minutes.

Mike Wardle informed the group that he had written to Mike Gladstone in response to his resignation from the working group and received a response this morning. He had informed the Parish Council at their last meeting.

5. **Lanchester Neighbourhood Plan**

The group considered the proof supplied by MK Print. The group were asked to make comments on the hard copy of the document and return them to Sally by 3 June.

It was arranged to drop copies off with members of the working group.

It was agreed to circulate an electronic copy of the proof document to the full working group and the Parish Council asking for feedback by 3 June.

6. Lanchester Design Statement

The group considered the Lanchester Design Statement.

Following discussion it was agreed that the document should be finalised and used as an evidence document to the Neighbourhood Plan.

Mike Wardle stated that he would e-mail the smaller working group who worked on the Lanchester Design Statement and inform them that the working group intends to use the Lanchester Design Statement as an evidence document to the Neighbourhood Plan. There will be some minor work to finalise the document.

It was agreed that the Village Design Statement should also be listed as an evidence document to the Neighbourhood Plan.

7. Consultation Process

The group considered the draft summary document.

The group were asked to make comments on the document and return them to Sally by 3 June. It was agreed to circulate an electronic copy of the summary document to the full working group and the Parish Council asking for feedback by 3 June.

The summary document will be an A3 three-fold, six panel leaflet which will be delivered to houses and businesses in the Parish. It was suggested that the last panel could be a feedback form.

The consultation period will include the following elements:

- It is planned that the consultation period will commence on 24 June
- The full Neighbourhood Plan Pre-Submission consultation document will be placed in the following community locations:
 - Library
 - Community Centre
 - Lanchester Medical Centre
 - Lynwood House
- A display will be displayed at the Community Centre between 1 – 20 July
- The following staffed sessions will be held at the Community Centre:
 - Thursday 11 July – 6.00pm – 8.00pm
 - Tuesday 16 July – 2.00pm – 4.30pm
 - Saturday 20 July – 10.30am – 1.00pm
- Written feedback can be returned in the following ways:
 - Dropped into feedback boxes at the Library, Community Centre, Lanchester News and Lanchester Medical Centre

- E-mail to the Parish Council
 - Posted to the Parish council
- A summary document is prepared and distributed to dwellings and businesses
- Information to be available on the Parish Council website

8. Next Steps

- The proof document is circulated to the full working group and the Parish Councillors. Feedback is requested by 3 June
- The summary document is circulated to the full working group and the Parish Councillors. Feedback is requested by 3 June
- Finalise the Lanchester Design Statement
- The consultation period is progressed

9. Date of next meeting

The next meeting of the group to take place on Wednesday 5 June at 2.00pm at Lynwood House

Meeting ends 2.00pm