

Lanchester Parish Council



Neighbourhood Plan Working Group

Lynwood House
Wednesday 5 June 2019
2.00pm

Present Mike Wardle (Chair)
Steve Bailey, Jill Gladstone, Chris Phillips, Brian Naylor, Elaine Hogg

Stuart Carter – Durham County Council

1. **Welcome**

Mike Wardle welcomed everyone to the meeting.

2. **Apologies for Absence**

Apologies were received from Councillor David Friesner and Terry Coult.

3. **Declarations of Interest**

There were no declarations of interest.

4. **Notes from the last meeting**

Due to the short period of time since the last meeting the notes were not available.

5. **Lanchester Design Statement**

The group considered the Lanchester Design Statement.

Some minor amendments were agreed to finalise the document including a paragraph referring to the housing estates.

It was agreed that Sally would make the amendments and circulate the document around the working group.

There was again a discussion regarding the Lanchester Design Statement and how it relates to the Neighbourhood Plan. Following a detailed discussion it was agreed that:

- The minor revisions are made to the document
- The document is circulated to the full working group
- The Lanchester Design Statement is used as an evidence document to the Neighbourhood Plan

6. Lanchester Neighbourhood Plan

The working group were thanked for the feedback provided on the proof document. All the comments have been considered and drawn together and passed to MK Print for further revisions.

The updated maps were circulated.

It was agreed that the 2017 OSNA map would be sufficient for the Neighbourhood Plan.

It was agreed that the next proof could be checked by Sally, Mike and Steve following which the document can be sent to print.

7. Consultation Process

The group considered the proof summary document.

The following was agreed:

- feedback on the document would be accepted by e-mail
- the feedback form to be removed from the summary document
- all the consultation period details to be placed on the back page
- Stuart to provide wording for the 3rd paragraph on page 2
- that the next proof could be checked by Sally, Mike and Steve following which the document can be sent to print

The consultation period will include the following elements:

- the consultation period will take place between 24 June – 9 August
- 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 distributed to dwellings and businesses
- Information to be available on the Parish Council website
- Publicity to be through Village Voice articles and the Parish Council newsletter

It was agreed that the Lanchester Design Statement should be put with the Neighbourhood Plan Pre-Submission consultation document in the community locations during the consultation period.

The list of statutory consultees was considered. This is a long list of consultees who will need to be informed in writing about the consultation. Stuart is to provide some contact details. The list will need to be finalised prior to the consultation period.

8. Next Steps

- The Neighbourhood Plan document is progressed to print
- The summary document is progressed to print
- The amended Lanchester Design Statement is circulated to the working group
- The list of Statutory Consultees is progressed

Stuart informed the group that Sedgefield Town Council had received their assessor's report which had included positive feedback on policies including a Settlement Boundary policy.

9. Date of next meeting

The next meeting of the group to take place early September, details tbc

Meeting ends 3.30pm