



# Lanchester Parish Council



## Neighbourhood Plan Working Group

Lanchester Community Centre  
Wednesday 16 July 2014  
7.15pm

**Present** Councillor Mike Wardle (Chair), Councillor Colin Burton,  
Councillor Ossie Johnson, Councillor Stuart Walker,  
Councillor Keith Harrison, Councillor Paul Jackson,  
Councillor Ann Cook, Steve Bailey, Jill Gladstone, Chris Phillips,  
Michael Horsley, Mike Gladstone, Brian Naylor, Elaine Hogg

Stuart Carter – Spatial Policy Team, Durham County Council

### 1. **Welcome**

Councillor Mike Wardle welcomed everyone to the meeting.

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

Apologies were received from Fiona Green, Eric Hepplewhite, Terry Coult and Alan Myers.

It was agreed to add 'Declarations of Interest' to future agendas.

### 3. **Notes from the last meeting**

The notes from the last meeting were agreed.

The next meeting of the County Durham Association of Local Councils Neighbourhood Plan Working Group will take place on Friday 12 September. This is a county wide meeting which provides the opportunity for representatives from Parish and Town councils to meet and discuss Neighbourhood Planning. It was agreed that Sally Laverick and Chris Phillips attend the meeting.

#### **4. Actions since the last meeting**

The six week consultation period on the geographical area for the Neighbourhood Plan has commenced. Information on how the community can respond has been included on the County Council website, the Parish Council notice board and in a recent article in the Village Voice.

A further article has appeared in the Village Voice informing the community about the Neighbourhood Plan.

Information has been received on the next stage of the County Plan. It was agreed that this information be distributed around the group.

Members of the group had recently attended the County Durham Neighbourhood Plan meeting which had proved useful.

#### **5. Allocation of working group members to consultation groups / discussion on consultation groups / prioritising of consultation groups**

Members discussed the list of consultation groups drawn up at the last meeting and the allocation of working group members to particular groups.

It was agreed that some of the consultation groups should be merged.

It was agreed that the list of consultation groups be updated and distributed around the group. Information on the individual members allocated to each group should be included along with the identification of a lead person for each group.

Stuart Carter confirmed that the first consultation should be broad and inclusive and should offer opportunities for the whole community to be involved.

It was agreed that in addition to directly approaching specific groups, that views should be sought from the wider community. Information on the consultation process and seeking responses should be included in:

- Village Voice
- Parish Council newsletter
- Parish Council notice board
- Parish Council website

The group discussed a 'Conservation Area Appraisal' for Lanchester. It was agreed that Elaine Hogg contact the County Council to progress this and seek further information.

The current Parish documents (Parish Plan, Village Design Statement and Locality Map) were considered. It was agreed that Mike Wardle, Mike Gladstone and Elaine Hogg look at updating the action plans.

## **6. Review of Questions / format for consultation**

Members discussed the questions submitted.

It was agreed that the early consultation on the Neighbourhood Plan should include a number of broad questions. The broad questions identified in the 'Roadmap' document were deemed appropriate. From responses received it should be possible to identify key issues and priorities which will provide the focus for the Neighbourhood Plan which can be investigated further.

It was agreed that a questionnaire sheet be drawn up which will include the following:

- Introductory information on Neighbourhood Planning
- General demographic information i.e. gender, age, location
- List of questions

It was agreed that the same questions should be asked of all consultation groups.

The general demographic information would provide evidence on whether the consultation process is representative of the community.

It was agreed that the questionnaire sheet be drawn up and circulated around the group.

Between now and the next meeting members need to consider the most effective way of approaching the consultation group. It may be that different approaches are used for different groups i.e. group / individual meetings, questionnaires sent to individuals / groups, telephone contact etc..

## **7. Community Engagement Statement**

The Parish Council have an adopted 'Community Engagement – Statement of Intent'. This statement was distributed for the group to consider.

It was agreed that a Community Engagement Statement should be drawn up to reflect the approach that the working group will take in terms of community engagement. It should outline how the preparation of a Neighbourhood Plan will include consultation with the community. This document will demonstrate the approach that the group will take and will provide proof of community engagement when the Neighbourhood Plan is evaluated by the inspector.

It was agreed that Sally prepare a draft document for consideration.

## **8. Logo**

It was agreed that the existing Parish Council logo would suffice and should be included on future press releases.

## **9. Next Steps**

The next steps for the working group were agreed as follows:

- Information on the next stage of the County Plan be circulated to members of the group
- Work is undertaken on the action plans of the current parish documents
- The County Council is approached regarding the preparation of a 'Conservation Area Appraisal'
- The following documents are circulated to members and will be discussed and considered further at the meeting in October
  - The consultation group list is updated including the allocation of members to the list of groups and circulated to members
  - Members consider their approach to the consultation groups
  - A draft questionnaire sheet is prepared and circulated to members
  - A draft Community Engagement Statement is prepared

Stuart Carter is to forward the service level agreement between Durham County Council and Lanchester Parish Council.

## **10. Date of next meeting**

The next meeting to take place on Tuesday 7 October at 7.15pm, venue TBC

Meeting ends 8.45pm