



Neighbourhood Plan Working Group

Lynwood House
Tuesday 7 October 2014
7.15pm

Present Councillor Mike Wardle (Chair), Councillor Ossie Johnson,
Councillor Stuart Walker, Councillor Keith Harrison,
Councillor Paul Jackson, Steve Bailey, Jill Gladstone, Chris Phillips,
Michael Horsley, Mike Gladstone, Terry Coult, Joe Ridgeon

Stuart Carter – Spatial Policy Team, Durham County Council

1. **Welcome**

Councillor Mike Wardle welcomed everyone to the meeting and introductions were made.

Joe Ridgeon explained that he would be willing to offer advice from a professional capacity on the process but would not wish to be involved in decision taking.

2. **Apologies for Absence**

Apologies were received from Fiona Green, Eric Hepplewhite, Brian Naylor, Elaine Hogg and Alan Myers.

Correspondence had been received from Alan Myers explaining that he would be unable to continue attending the working group due to ill health. It was agreed to send a letter thanking Alan for his involvement.

3. **Declarations of Interest**

There were no declarations of interest.

4. **Notes from the last meeting**

The notes from the last meeting were agreed.

5. County Durham Association of Local Councils – Neighbourhood Plan Meeting

Chris Phillips and Sally Laverick attended a recent meeting of the County Durham Association of Local Councils Neighbourhood Plan Working Group.

This county wide meeting provides the opportunity for representatives from Parish and Town councils to meet and discuss Neighbourhood Planning.

Sally and Chris gave an update on the meeting. The Government funding provided through 'Locality' for Neighbourhood Planning is now exhausted. It is possible that a new funding stream may become available in April however at present there are no details available. In addition the direct support provided by 'Planning Aid' is now being directed at groups in the very early or final stages of their Neighbourhood Plans. It was however noted that the County Council would continue to provide officer support and advice to the process. The meeting also included a useful session on sharing good practice and questions & answers.

6. Application to Designate a Neighbourhood Area – Decision Notice

The decision notice has now been received from the County Council confirming the parish as the designated area for the Neighbourhood Plan.

7. Neighbourhood Planning – Service Level Agreement Durham County Council and Lanchester Parish Council

Members considered the Service Level Agreement received from the County Council.

It was agreed that the Chair of the Parish Council signs the document and that the document is returned to the County Council

8. Community Engagement Statement

The draft Community Engagement Statement was considered by the group.

It was acknowledged that there were some hard to reach groups in the community. The group would endeavour to include these groups in the process.

It was agreed that a paragraph be added to the document regarding the hard to reach groups.

The document was approved.

9. Confirmation of Consultation Groups

The group considered the list of consultation groups and the members of the working group allocated to each.

The following approaches to the consultation groups were discussed:

- Businesses – group meeting or individual visits
- Churches – approach made through the Ministers
- Schools – approach made through the Head Teachers
- Health / Social Care
 - GP Forum
 - Carers group
 - Doctors
- Elderly / Grandparents
 - Lynwood House warden and residents
 - Contact made with WI and Thursday Club who are willing to be involved
 - School drop off and pick up
 - Through carers
- Farming etc. group have met in the summer and suggest that all groups have the same questions
 - Hand deliver questionnaires to houses in the hamlets
 - Leave questionnaires with lead contact for other organisations
 - Farmers – questionnaires to be posted out

Members of the group confirmed that they have spoken to members of the community and informed them of the Neighbourhood Plan and the early engagement questionnaire.

Members of the group have made a start on looking at the current parish documents and drawing together common threads.

10. Early Engagement Questionnaire

Members considered the draft Early Engagement Questionnaire.

A lengthy discussion took place on the content of both the questions and the introductory text. The group wanted to ensure that the questionnaire produced relevant information.

It was agreed that:

- The wording on some of the questions be amended
- The wording on some of the introductory text be amended
- A paragraph be included in the introduction to give more information on planning issues. Stuart Carter agreed to produce some wording for this section.
- A further draft questionnaire is produced and circulated around the group via e-mail. The Chair asked that members respond

promptly to this so that a final draft can be considered at the next meeting. Members should feel free to add amendments which will be considered as part of the final drafting.

- the same questions should be asked of all consultation groups and individuals.

Members agreed that it was important that the questionnaire was right before it is circulated throughout the community.

Members were informed that the County Council had confirmed that they would not be progressing a Conservation Area Appraisal.

A draft project Timeline was considered by the group and agreed.

11. Update on County Plan – Inspectors Meeting

Members were informed that several meetings had taken place regarding the County Plan. The Inspector was receiving information from individuals and organisations on whether the proposed County Plan had been developed on sound grounds.

12. Next Steps

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

- Work continues on the action plans of the current parish documents
- Members continue to consider their approach to the consultation groups
- A further draft questionnaire sheet is prepared and circulated to members
- Stuart Carter is to provide some wording for the questionnaire
- Amendments are made to the Community Engagement Statement
- The service Level Agreement is signed and returned to the County Council

13. Date of next meeting

The next meeting to take place on Tuesday 4 November 2014 at Lynwood House, Lanchester

Meeting ends 8.45pm