



Delivering Quality Services to  
Coxhoe & Quarrington Hill

All correspondence to:

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**Minutes of the proceedings of the Neighbourhood Planning meeting held at 7.00pm in Coxhoe Village Hall on Wednesday 16th December 2015.**

1. **Attendance:** S Dunn (Chair of the Council), C Hogarth (Vice-Chair), Cllr R Mayo, G Price (Clerk). Parishioners J Hogden and A Mayhew.
2. **Introductions were made by those in attendance.**
3. **Declarations of Interests.** None.
4. **Neighbourhood planning previous meetings.**

**Minutes of the Neighbourhood Planning Public Meeting held on the 21st October 2015.** These were circulated for information.

**Minutes of the Coxhoe Community Partnership Meeting held on the 25th November 2015.** These were circulated for information.

**5. Getting Started.**

The Clerk circulated information extracted from the CPRE 'A Guide to Neighbourhood Planning to provide a guidance of the initial processes to produce a Neighbourhood Plan.

**STEP 1.**

**Activities for all members of the Steering Group.**

**TASK** All members of the Steering Group would need to develop a good understanding of the following information.

- a. The National Planning Policy Framework
- b. The contents of the Durham County Local Plan and its forthcoming revisions.
- c. The documents produced by the CPRE 'A Guide to Neighbourhood Planning'.

The Clerk advised that the above documents were the backbone of getting to grips with the production of a Neighbourhood Plan and members should develop a good understanding of these documents. Furthermore, the Clerk advised that a plethora of other information is available that provides guidance and help, most of which is accessible through the council's website. An additional library held by the Clerk holds publications that deal with specialist topics and other matters that will come into effect later on in the process of developing the plan.

**Who should be involved?**

Guidance states that all residents can be part of the process and this can include those who have

expressed an interest to live in the area. In practice, the all parishioners can be included in some form of consultation and can also be part of the Steering Group. On a similar basis, all community groups/organisations, businesses in the area, landowners/developers and their agents should be permitted to join the steering group and be part of the consultation process.

The Clerk advised that at present the interest expressed in people joining the steering group from the above was disappointing and in order to create more interest he would make contact with the above to advise of the council's intentions to produce a Neighbourhood Plan and offer the opportunity to join the steering group. The Clerk would prepare a draft of this invitation would be shared with those present prior to distribution for approval.

Contacts for local community groups/organisation can be sourced through local knowledge of members, the parish already hold a business directory in its website and information on landowners/developers could be obtain from DCC planning team. The Clerk would source such information from DCC Planning Gavin Scott and Stuart Carter. A further point of contact would be Aycliffe and Sedgefield councils who may have details of Developers.

### **Involving the wider community.**

#### **Meetings and events.**

The Clerk advised that much of the process to develop the plan would be diarised in the Website, posted in Facebook and displayed in the notice boards. The parish council has access to venues (Coxhoe Village Hall and Quarrington Hill Community Centre) to host meetings and events. The Clerk foresees no issues in notifying people of such such meetings and events.

#### **Leafleting, posters and notices.**

The Clerk advised that the parish have the ability to print in large volumes and make posters/notices. The delivery of such could perhaps be an issue for the existing Chronicle delivery team but other volunteers will be needed to help.

#### **Workshops and questionnaires.**

The Clerk advised that some information is available from council's who have undertaken this previous and can be plagiarised to suit our area. Such information is already held by the Chair and Vice-Chair.

#### **Parish Newsletter (Coxhoe and Quarrington Hill Chronicle).**

The next edition of the Chronicle will carry further information on the Neighbourhood Plan development process and give dates; events and meeting schedules for the full community. Thereafter, further editions can provide updates and progress.

#### **Defining the Neighbourhood Plan area.**

The boundary is already approved by DCC Planning authority. This covers the full parish area. Large maps of the parish will be sort from DCC Planning that will assist in public events. The Clerk would source these from DCC planning department.

#### **Is there a case for a business area(s) in the plan.**

The Clerk advised that businesses/shop owners may put forward a case for a business are. The steering group would need to meet with them to discuss their views concerns and implications of such.

#### **Sustainability Appraisal.**

Throughout the process DCC Planning Team will be utilised for guidance and overview of need.

## STEP 2

### Identifying the issues to address in your Neighbourhood Plan.

There are always improvements that can be made.

- a) **What are the strengths and positive features of the neighbourhood – things that people value. This needs to be researched in questionnaire, events and workshops.**

To schedule for an event in March. The Clerk would research questionnaires, feedback forms, and presentation material etc.

- b) **What are the negative features of the neighbourhood – things that people don't like and would like to get rid of or improve.**

This needs to be researched in questionnaire, events and workshops. To schedule for an event in March. The Clerk would research questionnaires, feedback forms, and presentation material etc.

**Things the neighbourhood doesn't have which it would like.**

This needs to be researched in questionnaire, events and workshops. To schedule for an event in March. The Clerk would research questionnaires, feedback forms, and presentation material etc.

Throughout the process there is a need to keep records and illustrate that the above points were consulted upon. Holding events, walking tours of the parish (with note taking) questionnaires or submission by other means. Again, having maps to assist in locating/illustrating areas.

Multiple person households need to be covered with questionnaires for all residents including bespoke questionnaires for the elderly and young people. The Clerk would research questionnaires, feedback forms, and presentation material etc.

Reference to the DCC Local Plan needs to be made and the work of DCC Planning Authority in such issues of flood risk, housing need, potential development sites etc. will also be useful. Issues arising will need to conform to the Strategic Issues in the DCC Local Plan but at a more local level the Neighbourhood Plan can include policies on the amount and type of housing development, what is identified as retail or service centres and what is earmarked for growth, what open space is required, nature reserves/conservation areas and matters of a wider environmental impact. Clerk to liaise with DCC planning (Gavin Scott) on what information they can provide and any other they may have to cover such issue.

In view of the amount of information to be published. Members requested the Clerk to investigate the use of an additional website.