



Delivering Quality Services to
Coxhoe & Quarrington Hill

Coxhoe Parish Council

Meeting	Special Meeting
Date	Wednesday 7 th September 2015
Time	7.00pm
Venue	Coxhoe Village Hall

Minutes of the proceedings of the Special Coxhoe Parish Council meeting held at 7pm in Coxhoe Village Hall on Monday 7th September 2015.

Attendance:	Councillors; S Dunn, C Hogarth, B Hepplewhite, K Pounder, W Lavelle, E Thompson.
Apologies:	K Simpson. Absent: C Thirlaway, T Rowe, P Dodsworth,
Other:	The Clerk Mr G Price, Durham County Councillor M Plews, J Hepplewhite and Frank Salisbury of Cassop cum Quarrington Parish Council.

SPECIAL MEETING OF THE PARISH COUNCIL ON NEIGHBOURHOOD PLANNING.

94. Declarations of Interests: None.

95. Neighbourhood Planning.

Cllr Frank Salisbury from Cassop cum Quarrington (CcQ) parish council was invited to the council to give an outline on the process/roadmap to produce a Neighbourhood Plan.

Frank advised that CcQ had embarked on the process in January 2014 and after some 21 months they were now in position to commence consultation on the final draft prior to going to the referendum.

Throughout this period, much training and attendance at meetings had taken place to equip him and other members with the knowledge to achieve this task and despite the council's interest much of the work involved had fallen upon himself. However, for other councils the process could be different but this depends upon what Cllr's can do for their council to spread the workload.

To date, it had cost the parish some £2,500 and a further £6,000 which was received by way of grant from Locality.

Producing a Neighbourhood Plan involves considerable complexities with some elements outside the normal scope of members and clerk's requiring assistance and input from external professionals especially where up to date research; methodology and evidence was needed. An application to Locality for a grant to undertake the Housing Need Analysis is a necessity.

Neighbourhood Plans are predominately concerned with housing but this subject entices other issues into the frame. Throughout the process it is best to keep focus on housing.

In theory it may be possible to complete a Neighbourhood Plan in 12 months and it is advisable to set a Sub Committee to oversee and steer the process breaking in into pieces of work that can be shared.

96.Action points for Coxhoe Parish Council.

1. Establish a Subcommittee and set time table of meetings to oversee process.
2. Furnish committee with information.
3. Begin attendance of Neighbourhood Planning meetings run by CDALC
4. Locality Grant application.
5. Target December newsletter with article and information.
6. Determine need of PP2 revision as it expires in 2017 and if it can be included as part of the information gathering process.

Signed on 7th October 2015 as a true record of the meeting.

Cllr. S Dunn (Chair)

Cllr. C Hogarth (Vice-Chair)