

### Roles and Responsibilities

Angela Corner - Community Neighbourhood Engagement Officer (CNEO)	<ul style="list-style-type: none"> <li>• Community Engagement/Consultation</li> <li>• Analysing consultation responses</li> <li>• Evidence gathering</li> <li>• Co-ordinating groups</li> <li>• Reporting to the Steering Group</li> </ul> <p>Employed for 1 year, undertook the majority of consultation &amp; commenced analysis and evidence collection</p>
Christine Walton - Corporate and Policy Officer	<ul style="list-style-type: none"> <li>• Supporting CNEO</li> <li>• Community Engagement/Consultation</li> <li>• Analysing consultation responses</li> <li>• Evidence gathering</li> <li>• Co-ordinating groups</li> <li>• Reporting to the Steering Group</li> <li>• Writing the Plan and policies</li> </ul>
Amanda Donald	<ul style="list-style-type: none"> <li>• Supporting CNEO and Corporate &amp; Policy Officer</li> <li>• Assisting analysing consultation responses</li> <li>• Taking notes</li> </ul>
The Steering Group	<ul style="list-style-type: none"> <li>• Leading the Neighbourhood Planning Process from start to finish</li> <li>• Supporting the work of the CNEO</li> <li>• Actively supporting and promoting the preparation of the Neighbourhood Plan</li> <li>• Assisting with community engagement events if required</li> <li>• Agreeing all consultation documents from start to finish</li> <li>• Approving all background and evidence based reports prior to publication. Assisting with the preparation of these documents if required.</li> <li>• Setting priorities and deciding on the Thematic Groups</li> <li>• Monitoring the work/Progress of the Thematic Groups</li> <li>• Agree drafts/final version of the plan</li> </ul>
Thematic/Working Group	<ul style="list-style-type: none"> <li>• Assisting with specific thematic consultation.</li> <li>• Analysing evidence from consultations</li> <li>• Analysing existing evidence base</li> <li>• Producing draft ideas/policies</li> </ul>
The Planning Consultant	<ul style="list-style-type: none"> <li>• Consulted on an 'as and when' needed basis</li> <li>• Amending draft policies/ideas into planning policies.</li> </ul>
The Town Council	<ul style="list-style-type: none"> <li>• The facilitator</li> <li>• The official body</li> <li>• Providing the financial support for the Plan</li> <li>• Consultative body</li> </ul>
Durham County Council	<ul style="list-style-type: none"> <li>• The Planning Authority</li> <li>• Supporting the Neighbourhood Plan Process</li> <li>• Providing planning expertise</li> <li>• Providing evidence and supporting documents</li> <li>• Undertaking statutory consultation</li> <li>• Paying for the referendum</li> </ul>

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