

DURHAM CITY CENTRE NEIGHBOURHOOD PLANNING MEETING WORKING GROUP MEETING

27th April 2015, 9.30, 41 Old Elvet, Durham City:

PRESENT:

John Ashby, Pippa Bell (Meeting Convenor), Sue Childs (Minutes Taker), John Cornwell (Meeting Chair, Mike Costello, Jonathan Elmer, Ann Evans, David Hook, Nigel Martin, Kirsty Thomas, Angela Tracy-Smith

STATEMENT OF WHERE WE ARE

At the early consultation stage

Establishment of topic groups to collect background evidence: Population, Housing and Heritage have been active.

We have an existing framework we can draw on: the Durham City Plan's saved policies; the relevant policies in the County Plan that the Inspector has declared as sound; a new Policy 32 (a: HMOs, b: PBSA) that has been written by community groups during and after the EIP. In the vacuum created by the Inspector's report on the County plan, our Neighbourhood Plan will carry weight.

If a Durham Town Council is set up then our work can be carried on by them.

Action: Early consultation activities (see below)

Action: Put heritage material onto website (Kirsty to produce documents and pass on to Sue)

Action: Work needed on the other topics (??)

EARLY ENGAGEMENT

Draft engagement plan exists

Action: circulate to group and post on website (Sue, by 1 May)

Action: update as engagement activities progress (Sue, ongoing)

Thorough early engagement is crucial, (a) to meet the inspectors requirements, (b) to enable a positive referendum result.

We can learn from work on the Sedgfield, Uppingham and Exeter St James plans:

<http://www.thesedgfieldplan.co.uk/documents/the%20plan/The%20Sedgfield%20Plan%20-%20MASTER%20COPY%20Pre%20Submission%20Draft%20STC%20190115.pdf>

<http://www.uppinghamneighbourhoodplan.info/media/other/28083/uppinghamnplanversionforsubmissionorccdecember24.2013.pdf>

<http://www.exeter.gov.uk/CHttpHandler.ashx?id=18581&p=0>

Action: post links on website (Sue, by 1 May)

Roger has obtained the domain name dh1.org.uk

Action: Consider how this could be used for the Forum (Roger, by?)

Results of past consultations could be used as background evidence, e.g. Heritage toolkit

Action: Analyse the County Plan consultation comments (Sue, by August)

Action: Obtain copies of these (All, by August)

Feedback about peoples' views on planning issues in other events could also be collected and used for background evidence, e.g. Durham Hustings tonight

Action: Take notes of relevant questions and responses/discussion at the Durham Hustings (Pippa, 27 April)

Agreed that our early engagement plans will comprise:

- (1) Leaflet/questionnaire plus open meeting
- (2) Meetings with identified groups
- (3) Increased membership of Forum and/or working groups
- (4) Contact with key stakeholders and required consultation bodies

From the results of this early engagement we can determine:

- Our vision
- Our objectives
- Our principles
- Our challenges

And start to draft the policies required.

LEAFLET/QUESTIONNAIRE AND OPEN MEETING

Open meeting advertised via leaflet+questionnaire, with questionnaire (print and online) functioning as means of collecting feedback by people who can't attend the open meeting.

Leaflet/questionnaire

Design and printing of leaflet:

Action: Amend and circulate existing draft (Sue, by 1 May)

Action: Durham Green Belt leaflet as model for printing (John to send e-copy to Sue. Done)

Action: Discuss and agree final design and text (All, at 8 May meeting)

Action: Design logo (Angela: draft logos to be discussed at next working group meeting 8 May)

Action: Finalise leaflet (Sue, by 15 May)

Action: Obtain funding (All, discuss at meeting on 8 May)

Action: Get leaflet printed at Leaflet Frog (?Sue, by 1 June)

Distribution/return of leaflet:

Leafletting by members of resident/community groups.

Return via post, email, online, boxes in drop off points.

Action: organise this (Reps of these groups who are on Forum, collect leaflets by 9 June and distribute to deliverers, deliver leaflet by 22 June)

Action: get agreement to have boxes for return of completed paper questionnaires in Town Hall and Library (already agreed by Colin Wilkes for Indoor Market), and organise boxes and collection process (Nigel: by 1 May, and ongoing)

Open meeting

Use the AAP model. Number of tables, with 8 per table, plus a Facilitator and Note Taker. Standard set of questions for each group. Note Taker to write down brief bullet points of ideas and comments. Group discussions followed by a plenary session with 3 key points fed back by the Facilitator of each table. Chair who will be a draw. Use attractive 'title': agreed 'Love Durham: Planning Durham's Future'. Leaflets will reach all households. To reach the students in colleges we will need posters and table slips. Other possible methods of advertising are beer mats, social media. Promote the event via the media, e.g. Mark Tallentire from the Northern Echo (also persuade to take up the Forum as one of their ongoing stories).

Action: Book the Town Hall for 29 June, 7pm (Kirsty: Done)

Action: Contact possible Chairs, e.g. Colin Wilkes, Dean, ANOther (Kirsty: by 8 May)

Action: Produce a draft set of questions (around topic groups and open question in leaflet) and circulate (Sue, Done (see below))

Action: Obtain photos as discussion aides (Kirsty and Pippa, by 29 June)

Action: Posters and table slips: design (?who ?Angela, by 1 June): printing ?who, by 1 June): distribution to Colleges (Nigel, by ?)

Action: Set up social media presence (Roger & Sue, by ?)

Action: Hold a couple of planning meetings (All, dates to be chosen at next meeting)

Action: Contact Mark Tallentire (Pippa, by?)

TARGETTED DISCUSSION GROUPS

Engage with specific groups of people via targeted discussion groups. See suggestions for types of groups in the Engagement Strategy document. Identify the specific groups we want to target; identify the key person who will provide the introduction and the motivation for them to respond; conduct the meeting with a facilitator and note taker. A PowerPoint presentation exists produced by Pippa.

Action: Draw up a standard protocol for running such a meeting (Pippa, by ?)

Action: Run meetings (?, July to September)

Discussion groups with schoolchildren and university/college students

We need to reach:

- School children (secondary and ?primary)
- Students (University, ?New College)

Intro into University students: Durham City Liaison Group and Prof Towl (via Mike), Palatinate (via Mike), Community Liaison Officer at the Student Union, College JCRs.

Action: Arrange and conduct these meetings (Pippa: July to September)

Other discussion groups

Action: Identify relevant groups (All, by ?)

INCREASED MEMBERSHIP OF FORUM AND/OR WORKING GROUPS

We need more people to undertake the work. People can either become a Forum member, or be active in a Working Group without being a formal member.

At the moment the Working Group we've just established, plus the Topic groups, are sufficient. As the work develops additional working groups will be created. However, as a matter of urgency more people are needed to get involved in the Topic Groups who are collecting background information and evidence.

University

Prof Towl has been in contact with Nick and will attend the next official forum meeting. He can then identify the best person to be the University's representative.

Residents groups

Ideally we need Forum membership from all these groups in the Durham City Centre area.

These groups comprise:

- Crossgate Community Partnership
- Elvet Residents Association
- Happy Trees (aka Merryoaks)
- Neville's Cross Community Association
- St Nicholas Community Forum
- Sheraton Park Residents Association
- Sidegate Residents Association
- Whinney Hill Community Group

Members of the closed down Save Mount Oswald Group could also be contacted.

Action: Identify the ones that are currently not represented on the Forum and invite them to join or to become actively involved (?Mike, by ?)

CONTACT WITH KEY STAKEHOLDERS AND REQUIRED CONSULTATION BODIES

See suggestions for types of stakeholders and consultation bodies in the Engagement Strategy document. These groups can be contacted via email/letter for their input, with follow up meetings as appropriate.

Action: Identify relevant stakeholders and consultation bodies (All, by ?)

DATE OF NEXT MEETING

8 May, 9.30, 41 Old Elvet

CONSULTATION ACTION PLAN

Early Engagement

Leaflet and Open Meeting	
Leaflet+questionnaire delivered to all households and advertised in all University colleges	8 to 22 June 2015
Open Meeting in Durham Town Hall	29 June 2015
Media campaign	
Contact with media re open meeting	June 2015
Contact	Ongoing
Targeted Discussion Meetings	
Meetings held	July to September 2015
Key Stakeholders and Consultation Bodies	
Contacts made	July to September 2015

OPEN MEETING & DISCUSSION GROUPS - QUESTIONS

Communities & environment

(Aide memoire for Facilitator. This topic includes: Population and demographics; Education facilities; Health and social care facilities; Community buildings and facilities; Sports and recreation facilities; Physical landscape; Biological landscape and resources; Green belt and green spaces)

- What is good about communities and the environment in Durham City?
- What is bad about communities and the environment in Durham City?
- What needs to change?

Housing

(Aide memoire for Facilitator. This topic includes: The spatial distribution and location of housing; Housing types, size, tenure, cost and state; Housing design and local distinctiveness; Constraints, e.g. physical, infrastructure; Current and projected housing need and demand; Specific needs, e.g. students, young people, elderly people, disabled

people. **Note:** There is a suggested policy developed by local groups for student accommodation)

- What is good about housing in Durham City?
- What is bad about housing in Durham City?
- What needs to change?

Conservation & heritage

(Aide memoire for Facilitator. This topic includes: Conservation areas; Protected historic buildings and sites; Other historic sites and spaces; Historic views; 'Green' heritage; Cityscape character; Threatened sites)

- What is good about conservation & heritage in Durham City?
- What is bad about conservation & heritage in Durham City?
- What needs to change?

Economy

(Aide memoire for Facilitator. This topic includes: Type of economic activity (e.g. retail, business parks, food and drink, leisure and entertainment, private health, professional services, tourism, public sector, etc.); Existing employment sites, location, nature)

- What is good about the economy in Durham City?
- What is bad about the economy in Durham City?
- What needs to change?

Infrastructure

(Aide memoire for Facilitator. This topic includes: Roads, cycle paths and footpaths (location, maintenance and upkeep); Transport usage (public transport, cars, bikes, pedestrian) and projected demand; Transport facilities (e.g. bus station, bus stops, train station, car parking and car parks, taxi ranks); Traffic management; Water and sewerage; Utilities.)

- What is good about the infrastructure in Durham City?
- What is bad about the infrastructure in Durham City?
- What needs to change?