

DURHAM CITY CENTRE NEIGHBOURHOOD PLANNING MEETING WORKING GROUP MEETING

5th June 2015, 9.00 am, 41 Old Elvet, Durham City:

PRESENT:

Pippa Bell (Meeting Convenor), Sue Childs (Minutes Taker), Roger Cornwell (Meeting Chair), Mike Costello, Ann Evans, David Hook, Jonathan Lovell, Kirsty Thomas.

APOLOGIES:

Roger Cornwell, Nigel Martin Angela Smith

DISTRIBUTION OF LEAFLETS

Mike has circulated a list of streets annotated with which organisation/person is distributing on which streets

Action:

People responsible for each area - collect leaflets from Miners Hall; available in foyer, receptionist knows this will be happening.

Pippa – ERA (to collect earlier as she is away from 9th June and arrange ERA's leaflet distribution network through Jonathan)

Kirsty – SNCF & St. Cuthbert's Parish area (North End)

Ann- Area around The Avenue

Nigel- Neville's Cross

Mike – CCP

Everyone – feedback to Mike when deliveries made specifying streets covered

POSTER

Sue had posters (200) printed at Cartridges Inc. as cheaper than Leaflet Frog. Posters distributed to people at meeting to put up. Bulk taking by Mike

Action:

Mike - meet up with Prof Towle and hand over posters for putting up in Colleges, across University

Sue - email copy of poster and leaflet to Mike

Everyone – when displaying/putting up posters take photos (for the evidence base)

STALLS IN MARKET PLACE & ECOFEST

Agreed to have stalls in market place on June 20th 10.00 to 12pm. Ann and Pippa to man the stall.

Action: Arrange stall with Colin Wilkes: ask if it can be free (Pippa ASAP)

Stall at EcoFest, Neville's Cross, arranged for Sunday June 14th to be manned by Ann and Kirsty

MATERIALS

Pippa distributed copy of presentation for comment. Presentation to be used by Colin Wilkes at start of Open Meeting

Sue printed out maps and distributed at meeting

Sue bought badges (10)

Action:

Pippa to prepare badges with the small logo

Pippa to copy out photos and laminate for use at Open Meeting

OPEN MEETING

Plan B: We are restricted to 12 people per table (including a facilitator and note taker) and 10 tables – the number we can manage with available facilitators etc. and within the safety limits of the Town Hall. We can't cover the Lantern Room so this will be cancelled. Meeters and greeters will have to count people coming in and turn people away when 100 members of the public have arrived. Those turned away: we will tell them we are arranging another event for them; take their contact details / give them a flyer with the new arrangements. This new event will not be publicly advertised but just for the turned away people.

Discussed agenda for meeting. Amendments/additions as follows:

- Number tables
- Have a sign in sheet on each table, with table number
- Facilitator to suggest a person goes to another table if e.g. most people are from businesses, so fair distribution of interests across the tables
- Note takers to stay on the tables and to take notes for all the topics covered
- Colin Wilkes to give an initial presentation (supplied by Pippa), explain conduct of meeting and briefly describe the three topics
- Ring a bell at the end of each 20 min so facilitators know when to change topic
- Water jug + glasses on each table for break

Action:

Kirsty – cancel Lantern Room. Make additional booking for Plan B, check date for facilitators etc.,
Kirsty - ask Town Hall to provide PC + projector and screen (for presentation); PA system for Colin;
water jugs and 12 glasses on each table

Kirsty – exploring if the Town Hall can be provided for free

Sue / Roger - produce flyer and get printed at Cartridges Inc.

Ann - Organise meeters and greeters for Open Meeting (by 25th June)

Kirsty – get paper and pencils for note takers

John – supply clickers for meters and greeters

Mike – ask Nick if he will take photos at the Open Meeting

Kirsty, Pippa – if there is some expenditure for room fees / stalls and materials pay for this and get receipt. Sue will reimburse.

Facilitators/Notetakers meeting on 25th June, Antioch House 7-9pm

Action:

Pippa – amend notes and prepare briefing document for facilitators (see points above)

Sue – amend facilitators' question sheet & aide memoire and send to Pippa

Mike – produce a list of facilitators and note takers. Contact these and invite to meeting. Also invite Colin Wilkes

Roger – invite Gavin Scott to this meeting and to Open Meeting.

Questionnaires

Kirsty – set up boxes; collect questionnaires from boxes on a regular basis

ENGAGEMENT WITH THE MEDIA

Press release has been written

Pippa agreed to be Forum Press Officer

Action: Send press release to Northern Echo/Durham Times. Contact Mark Tallentire at Durham Times to let him know about Open Meeting and ask him to write an article for publication the week before. (Pippa ASAP)

Action: Write notice for Durham Times about meeting for publication now (Pippa ASAP)

Action: Contact Radio Newcastle and The Journal about Open Meeting (Pippa 22nd June); Roger to supply media contact details

OPEN MEETING FOLLOW-UP

Action:

Kirsty - Get together all the notes and pass onto Sue

Sue - Analyse notes from the meeting, and from the completed leaflets from collection points, and pull together the different points (in July)

Sue – pass collated points to everyone

Collated points. Discussion at Working Group meeting(s). Each Working Group to take the section relevant to them and start to consider the policy implications

TOPIC GROUPS

Housing

Convenor: Mike Costello

Mike has put a lot of work into sorting out the housing figures: these don't match with those provided by the Council.

Action: Mike and Roger to go through the new figures, then contact the Council

Conservation and Heritage

Convenor: Kirsty Thomas

Dorothy Hamilton of the Wharton Park heritage group has been approached, she is now working on the listing of the Neville's Cross battlefield site and cannot help, but other members may be able to.

Action: Follow-up contact (member of Heritage Group)

Economy

Convenor: Vacant

Pippa has talked with a number of businesses. Jumping Bean café; hope there is not a Costa etc. in the new bus station as would damage their business. Velvet Elvet – concerned that in redevelopment of Gates their building will be knocked down. Coffee Shop at corner of Millenium Place – this is a forgotten corner of Durham and their business is affected

Action:

Pippa meeting Stewart Watkins (date rearranged), formerly Managing Director of Business Durham.

John – check if the buildings at the entrance to the Gates off Framwellgate Bridge are listed

Infrastructure

Convenor: Vacant

NPF want the infrastructure plan to be sustainable so are contacting people who can share their expertise.

Action: Contact Transition Durham (Kirsty ASAP)

Action: Contact Phil Timmins (David Hook, ASAP)

Action: Contact Dbug (Mike ASAP)

We need more help on these topics. Possible sources of interested people: Crossgate Partnership; attendees at the EIP sessions?

Action: Identify possible interested people and invite to a small meeting. (Convenors, ASAP and ongoing)

Generally: note key Cabinet meeting on 10th June. Roger has circulated a document about this.

OFFICIAL FORUM MEETING

We need an official meeting to discuss future roadmap and when planning expertise is needed. We can draw on local people for planning advice but at some point may need to pay for a consultant.

Action:

Roger and Sue to have meeting with Roberta

Roger and Sue to draw up the current state of roadmap and put on home page.

FUNDING

We need to put in a claim for funding to be received and allocated in this financial year (??April 15 to March 16

Action: Roger and Sue to discuss with Nick

OTHER ACTIONS

Public Engagement

Evidence of inclusive and widespread public engagement is important for background information for the NP.

Sue asked all members to keep a note of who has been contacted, when, and by which means so that we can prove who we have approached whilst putting the plan together, and show inclusivity.

Action: Keep record and send to Sue, or Mike?? (All, ongoing)

Action: All NPF members to record when a resident group has been contacted about the Public Meeting and provide website links (All, ongoing)

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

Action: Ask if any of the Pointers would like to join the Forum (John)

Sue contacted Val about the Friends of Flass Vale. There are 250 members to which NPF can circulate information. Sue will hold a meeting with them in the late summer.

Action: Contact Val and ask a member of Friends of Flass Vale to join the NP Forum (Sue ASAP)

Stakeholders

On May 28th, 2015, Pippa met with Ian Thompson Director of Economic and Regeneration at Durham County Council to request support for NPF. See notes from meeting sent separately.

Action: Identify relevant stakeholders and consultation bodies, for example, Hospitals, Council for the Protection of Rural England, Historic England, Durham University (All, after the open meeting)

Action: Contact Town & County Planning course at Newcastle University for student projects to help the Forum. John has produced a draft letter (Sue send draft letter to Roger; Roger to check previous help offers; Roger to make contact, ASAP)

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)

Action: Information from Pointers and Visit Durham about concerns/needs of visitors (via John, by August)

Discussion groups other than the Public Meeting

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

Action: Identify relevant groups (All, by ?)

Action: Arrange and conduct these meetings with schoolchildren and university/college students (Pippa: July to September)

Other discussion groups to be discussed

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

Website: npf.durhamcity.org.uk to be the normal PC version; lovedurhamcity.org.uk to be the mobile version. Roger is working on this

NEXT MEETING FRIDAY 25TH JUNE 9.00AM, 41 OLD ELVET

OUTLINE FOR PUBLIC MEETING JUNE 29TH

Action:

Pippa – amend in light of notes above

Preparation of Town Hall

- Instruct the Town Hall to arrange the room in 'cabaret' style – round tables with 12 chairs.
- Colin Wilkes to Chair the evening
- One long table at head of room for Chair and members of NPF to sit for the feedback part of the evening.
- PA system for Chair
- Each table needs a facilitator and note-taker (who can a member of the public)
- Arrange to have tea and coffee water during a break in proceedings

Agenda and procedure

- Chair to open meeting at 7pm and to give an overview of NPF and objectives
- Member of NPF to introduce the topics and explain the procedure for the evening.
- The 5 topics are grouped under 3
 1. Housing & Community
 2. Heritage & Environment
 3. Economy and Infrastructure

The same 3 questions need to be answered for each topic:

What is good about

What is bad about

What needs to change.....

- Each table will have a map of the NPF area and photographs as visual aids.
- Note-takers stay on table ~~are assigned one topic, which remains constant throughout the evening.~~
- Each table will discuss each topic for 20 mins, ~~with the note-takers ONLY, moving tables when the topic changes.~~
- After 60 mins there will be a coffee break during which the facilitators and note-takers will confer and draw up brief points about the issues raised.
- The facilitators will then feed-back to the Chair and assembly and the Chair will open up the floor for a brief discussion, dependent on the time left.
- Chair will draw meeting to a close at 8.55pm to finish at 9pm