

DURHAM CITY CENTRE NEIGHBOURHOOD PLANNING MEETING WORKING GROUP MEETING

8 May 2015, 9.30, 41 Old Elvet, Durham City:

PRESENT:

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

TOPIC GROUPS

Communities & environment

Convenor: Roger Cornwell.

Action: More work (Roger, ongoing)

Housing

Convenor: Mike Costello

Action: More work (Mike & Sue, ongoing)

We need wider input to the complete the housing database on the website which needs local knowledge. Other sources for this info: Census and detailed information on enumeration (?) districts re numbers of student households; old electoral register (before individual registration was implemented); council data

Action: Approach Gavin Scott for Council data on re stats on student exemptions from council tax (Roger, ASAP)

Action: Approach Council legal person re DP issues (Nigel, ASAP)

Action: Raise in official Forum meeting about how to get Council help (Mike, ?)

Conservation & heritage

Convenor: Kirsty Thomas

Action: More work (Kirsty, Pippa, Angela, Ann, ongoing)

Action: Pass resulting documents on to Sue for posting on website (Kirsty, ongoing)

Economy

Convenor: Vacant

Action: Contact BID rep on the Forum (details from Nick) to see if he will be convenor (Mike, ASAP)

Action: Contact Dr Simon Goon, Head of Business Durham for Forum input (Pippa, ASAP)

Action: Contact Stuart Watkins for Forum input (Pippa, ASAP)

Infrastructure

Convenor: Vacant

Action: Contact Muriel to see what records she has of the work she did and scope what more needs to be done (John, ASAP)

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

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

LEAFLET/QUESTIONNAIRE AND OPEN MEETING

Leaflet/questionnaire/logo/poster

- Production:

Leaflets and posters to be ready for distribution/display by end May

Action: Send logo files to Roger, for final logo production and for putting on website (Angela by 11 May; Roger re website ASAP)

Action: Amend and circulate final version of leaflet/questionnaire text (Sue, ASAP)

Action: Load logo onto leaflet (Sue, Roger, by 11 May)

Action: Send details of local printers to Sue (Roger, ASAP)

Action: Get leaflet printed (5410 households from Census figures; 7,500 leaflets from Leafletfrog = £215; quote from local printers being obtained) (Sue, ASAP; copies ready and distributed to reps by end May at latest)

Action: Amend online survey to match amended paper questionnaire (Sue, ASAP)

Action: Send QR code to Angela for poster (Roger, ASAP)

Action: Circulate draft of poster for comments (Angela, ASAP)

Action: Finalise poster (Roger, Nigel, by 15 May)

Action: Get posters printed locally (?200 copies) (Sue, ASAP; posters ready for distribution by end May at latest)

- Distribution/return of leaflet

Leaflet distribution and poster display to start in first week of June and ongoing from then

Action: Practicalities of distribution to be discussed at next meeting (All, on 15 May)

Action: Arrange for boxes to be set up in City Library and Market Place (Kirsty, ASAP)

Action: Obtain boxes (Sue, ASAP)

Action: Ask Prof Towl for agreement and process to distribute posters around the Colleges and University (Mike, ASAP; display process started in first week of June)

Action: Put up posters in other locations around the city (Reps of residents groups; BID for local shops, start in first week of June)

Action: Take photos of posters in situ as proof of engagement activity (??)

Open meeting

Each table needs a facilitator and a note taker, plus 8 respondents (10 per table). Urgently need helpers to be facilitators and note takers, ~30 people.

Action: Look for helpers (All, ASAP)

Action: Book Lantern Room as overspill area (Kirsty, ASAP)

Action: Contact AAP for advice on running open meeting and for helpers to be note takers (Pippa, ASAP)

Action: Contact John Murphy for advice (Pippa, ASAP)

Action: Look for help from Elvet Residents Association (Pippa, ASAP)

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

Action: Contact Mark Tallentire re publicity (Pippa, by end May)

Action: Obtain photos as discussion aides (Kirsty and Pippa, ASAP)

DATE OF NEXT MEETING

15 May, 9.30, 41 Old Elvet

Purpose of meeting is planning for Open Meeting

OTHER ACTIONS

New and Outstanding

Action: circulate slide show for comments (Pippa, ASAP)

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)

Action: Send details of how to join the Forum to John Lowe (Sue, ASAP)

Action: Stalls in Market Place, Gala, ECOFEST (All, ongoing)

Action: Register for Data Protection (Roger, Sue, Mike ASAP)

Action: Request more funding (Nick, ASAP)

Draft engagement plan

Action: post on website (Sue, ASAP)

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

Domain names - lovedurham.co.uk, lovedurham.org.uk, lovedurhamcity.co.uk, lovedurhamcity.org.uk. These will be set to forward on to npf.durhamcity.org.uk which will remain our main site.

Action: Obtain domain names (Roger, ASAP)

Action: Sort out the map on the website so that it is clear that Belmont is not included (Roger, 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)

Action: Take notes of relevant questions and responses/discussion at the Durham Hustings (Pippa, Done); circulate notes electronically (Pippa, ASAP)

Discussion groups

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

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

Other discussion groups

Action: Identify relevant groups (All, by ?)

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

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