

## **DURHAM CITY CENTRE NEIGHBOURHOOD PLANNING MEETING WORKING GROUP MEETING**

15th May 2015, 9.30, 41 Old Elvet, Durham City:

### **PRESENT:**

Pippa Bell (Meeting Convenor) (Minutes Taker), Sue Childs (Meeting Chair), Mike Costello, Ann Evans, Kirsty Thomas.

### **TOPIC GROUPS**

#### **Housing**

Convenor: Mike Costello

Roger has been in touch with Gavin Scott and obtained map and spread sheet of data showing student housing in Durham. Sue has put the information on the website.

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

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

#### **Conservation and Heritage**

Convenor: Kirsty Thomas

Angela, Ann, Kirsty and Pippa met and allocated tasks to be completed before the Public Meeting on June 29<sup>th</sup>.

**Action:** Contact Wharton Park Heritage Group and put Kirsty in touch. (Sue ASAP)

Approach to be made to Dorothy (?) and link to Neville's Cross battlefield (??)

Kirsty recommended an Historic England publication Knowing Your Place to guide the collation of information

<https://content.historicengland.org.uk/images-books/publications/knowning-your-place/knowning-your-place12.pdf/>

#### **Economy**

Convenor: Vacant

Pippa meeting Stewart Watkins on June 4th, formerly Managing Director of Business Durham, to ask if he can help.

Nick Rippin has sent John a BID contact email. David Holloway's name also mentioned.

**Action:** Contact Keith Bartlett chair of BID. (Mike ASAP)

#### **Infrastructure**

Convenor: Vacant

John has contacted Muriel Sawbridge to ask for any information already collated.

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

It was suggested that Dr Malcolm Reed who gave evidence about transport at the EIP of the CDP should be contacted when we needed help with writing policies.

**Action:** Contact Transition Durham (Kirsty ASAP)

**Action:** Contact Phil Timmins (Pippa ASAP)

**Action:** Contact Dbug (Sue 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)

### **LEAFLET/QUESTIONNAIRE AND PUBLIC MEETING**

**Action:** Kirsty urged all members to raise awareness of the Public Meeting on June 29<sup>th</sup> at any opportunity (All ASAP)

Domain names have been bought.

Correct map of NP area now on website

EcoFest, 14<sup>th</sup> June, St. John's Neville's Cross – having a stall to publicise public meeting to be manned by Kirsty and Ann.

Mike contacted Nick Rippin about Data Protection, awaiting reply.

**Action:** Data protection to apply online (Roger and Sue ASAP)

Sue reported that the leaflet was ready to go and could not be changed. She had two quotes for printing 6/7,000 leaflets:

Local printer at Shincliffe - £275

Leaflet Frog - £215

Sue had also contacted printer at Waddington Street but they were not set up to deal with such a large quantity.

A unanimous decision was taken to have the leaflets printed by Leaflet Frog as this was the cheapest quote.

Sue said they would be ready by 22<sup>nd</sup> May and would be delivered to Redhills as a central point for distribution.

**Action:** Poster layout to be designed and sent by email for approval (Angela & Pippa ASAP)

**Action:** Quotes for printing poster (Sue ASAP)

### **DISTRIBUTION OF LEAFLETS AND POSTERS**

**Action:** Contact Nigel Martin and Nick Rippin to ask if they have a record of the roads and how many houses in the NPF area so that we know how many leaflets are needed. (Sue ASAP)

**Action:** Circulate spread sheet of roads and household numbers received from the Council (Mike ASAP)

#### **Areas of distribution**

**Action:** The Avenue, Farnley Hey, Farnley Mount, Percy Terrace and Farnley Ridge, St. John's Road and George Street (Ann)

**Action:** St. Nicholas' Community Group distribution in Lower Gilesgate, Claypath, The Sands, Kepier and the Peninsula (Kirsty)

**Action:** Elvet and Elvet Resident's Association area as far as Durham School on Quarry Heads Lane (Pippa)

**Action:** New and old Merryoaks (Sue)

**Action:** Sheraton Park and Farewell, and talk to Liz Brown about Neville's Cross area (Mike)

**Action:** If there is a student accommodation block in your delivery area give ONE Poster to be displayed, not leaflets (All)

#### **Posters**

**Action:** Liaise with University and give one poster for each college (Mike ASAP)

**Action:** Record that ONE leaflet ONLY has been delivered to every house in the NPF area (All)

**Action:** Find suitable areas to display posters & take responsibility for this (All ASAP)

Town Hall noticeboard and noticeboard outside St. Nicholas suggested.

Neville's Cross noticeboard (Nigel)

Take photo to show positioning of poster (All)

#### **Collection Boxes**

**Action:** Obtain boxes (Sue ASAP)

**Action:** Contact Library and Market to decide on where to place boxes (Kirsty ASAP)

#### **Meeting**

**Action:** contact Nick Rippen and invite him to public meeting (Mike ASAP)

**Action:** Separate meeting to flesh out meeting procedure and write briefing notes to broaden the topics during the meeting (All next meeting)

**Action:** Agenda and how to run the public meeting, suggestions from John Murphy (Pippa write up notes & circulate ASAP)

**Action:** Names of facilitators suggested and to be approached by email (Sue and Mike ASAP)

**Action:** Meeting with facilitators and note-takers a week before public meeting (TBC)

**Action:** Book Lantern Room as overspill area (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**

Thursday 28<sup>th</sup> May, 9.00, 41 Old Elvet

Purpose of meeting is planning for Open Meeting

## **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:** Electronically circulate notes of Hustings review, and meeting with John Murphy AAP (Pippa ASAP)

Kirsty has taken responsibility for making contact with Church groups and Places of Worship. She contacted Robert Lawrence (Area Dean) and asked him to spread the word amongst the clergy and their congregations in the NP area. She has sent the date of the public meeting to Churches Together online diary *Grapevine*.

Ann or Sue? reported that the NPF was on the agenda of the last Crossgate Community Partnership.

**Action:** Contact Fiona Parker and ask notice of meeting to be given at next Deanery Synod meeting (Pippa ASAP)

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

**Action:** Contact Friends of Flass Vale as there is no resident's group in North End (Sue ASAP)

**Action:** Update and circulate slide show for NPF presentation ( Pippa before June 8<sup>th</sup>)

**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:** 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 ?)

**Action:** Request more funding (Nick, 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 ?)