

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

28<sup>th</sup> May 2015, 9.00 am, 41 Old Elvet, Durham City:

### **PRESENT:**

Pippa Bell (Meeting Convenor) (Minutes Taker), Sue Childs (Meeting Chair), Mike Costello, Ann Evans, David Hook, Nigel Martin.

### **APOLOGIES:**

Roger Cornwell, Jonathan Lovell, Kirsty Thomas, Angela Smith

### **Purpose of meeting to discuss the OPEN MEETING ON 29<sup>TH</sup> JUNE 2015**

### **DISTRIBUTION OF LEAFLETS**

Mike went through the list of residential households sent by the Council street by street allocating, which group will distribute where.

Many streets were not on the list.

**Action:** Circulate list of which organisation/person is distributing on which streets (Mike ASAP)

**Action:** After receiving the list note which streets are missing in your area and add them to the list and email to Sue (ALL ASAP)

**Action:** Street names and number of households for the Neville's Cross division to be sent as a spread sheet to Mike and Sue (Nigel ASAP)

**Action:** One NPF member responsible for each area will collect leaflets from Miners Hall on a specified day, week beginning 8<sup>th</sup> June.

Pippa – ERA (to collect earlier as she is away from 9<sup>th</sup> 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

### **POSTER**

Agreed the layout, 200 A4 posters to be printed by Leaflet Frog.

### **STALLS IN MARKET PLACE & ECOFEST**

Agreed to have stalls in market place on June 13<sup>th</sup> and June 20<sup>th</sup> 10.45 – 1pm. Volunteers needed for June 13<sup>th</sup>. Ann and Pippa to man the stall on Saturday June 20<sup>th</sup>.

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

**Action:** Arrange stalls with Colin Wilkes (Kirsty ASAP)

**Action:** Email NPF members for volunteers to man the stall on June 13<sup>th</sup> (Sue ASAP)

**Action:** Investigate cost of badges to identify NPF members for Open Meeting and manning stalls (Sue ASAP)

**Action:** Print out maps & laminate, to show NPF area for stalls & Open Meeting (Sue by 13<sup>th</sup> June)

### **OPEN MEETING**

Discussed agenda for meeting, see revised notes from John Murphy's suggestions – attached at end of these minutes.

Mike has only had one reply for a request for facilitators for the meeting.

**Action:** Email NPF working group to see who will be there on 29<sup>th</sup> and request facilitators and note-takers (Sue ASAP)

**Action:** Need briefing notes for facilitators and note-takers (TBC at next meeting)

**Action:** Arrange and book meeting for facilitators on the evening of June 25<sup>th</sup> 7-8pm at Antioch House or alternatively Allington House (Pippa ASAP)

**Action:** Organise meeters and greeters for Open Meeting (Ann by 25<sup>th</sup> June)

## **OPEN MEETING FOLLOW-UP**

**Action:** Analyse notes from the meeting, and from the completed leaflets from collection points, and pull together the different points (Sue after 29<sup>th</sup> June)

## **TOPIC GROUPS**

### **Housing**

Convenor: Mike Costello

The Council's street-by-street information about residential housing in Durham City is very limited. The information they provided was used by the NPF for allocating the distribution of leaflets for the Open Meeting and found to be lacking.

Action: Local knowledge is needed to add to the list of residential and student properties in the City (All ASAP)

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

### **Conservation and Heritage**

Convenor: Kirsty Thomas

Next meeting on 8<sup>th</sup> June.

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 meeting Stewart Watkins on June 4th, formerly Managing Director of Business Durham.

### **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 (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)

## **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)

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 28<sup>th</sup>, 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)

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

**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 ?)

### **ENGAGEMENT WITH THE MEDIA**

**Action:** 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 22<sup>nd</sup> June)

**NEXT MEETING FRIDAY 5<sup>TH</sup> JUNE 9.00AM, 41 OLD ELVET**

## **OUTLINE FOR PUBLIC MEETING JUNE 29<sup>TH</sup>**

### **Preparation of Town Hall**

- Instruct the Town Hall to arrange the room in 'cabaret' style – round tables with 10 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 be a member of the public)
- Arrange to have tea and coffee 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 headings (which were decided by working group at meeting on 15<sup>th</sup> May 2015):
    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 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