

## **Durham City Centre Neighbourhood Planning Forum Working Group Meeting, 05 November 2015, Redhills**

**Present:** John Ashby, Sue Childs (Note taker), Ann Evans, David Hook, John Lowe (Chair), Angela Tracy-Smith.

**Apologies:** Pippa Bell, Roger Cornwell, Jonathan Lovell

**1. Minutes of 30 October:** These were reviewed and agreed as a true record. Matters arising from them are included in the items below.

- **Website Update:** Officers updated. Await agreement re Forum members. Topic groups to be discussed at next meeting.
- **Student Accommodation Policy and Article 4 (1) Direction:** DURF meeting with DCC officers has been rearranged for 18 November, 3.30-5.00 pm (DURF members to meet beforehand at 3.00pm). John Ashby will look on the Council's consultation database for other group's submission, e.g. the University.
- **DURF Student Research Project:** John Lowe met with students and this is now in progress. Their report will be made available to the Forum.
- **"To Let" Boards:** Angela will write to the planning department about these. Photos showing them are needed. John has a good example of Lambton Walk.
- **Air Quality Consultation:** We need information from Matthew and Karen on how we should respond. Similarly, for the traffic sustainability consultation (deadline in December).
- **Letter to Stakeholders:** Agreed that Roger's draft letter (previously circulated) is fine. He should now send it to Gavin Scott.
- **Strategic Housing Market Assessment:** Roger sent off the response as agreed. This is available on the Forum website.
- **Facebook:** Sue has had a meeting with James Hammond about this. Notes of the meeting have been circulated. The group agreed with the plans, and people will look for suitable photos to place on the site.

## **2. Funding for a Project Manager:**

Roberta, Sue and Roger met after the last Working Group meeting, and Sue and Roger worked further on the application. A draft filled in application form has been circulated. Emails have been sent by Roberta and John Ashby asking for names of planning consultants to contact.

It takes about a month for grant approval. Any grant received would have to be spent by the end of the financial year (i.e. 31 March 2016): you have to apply within the financial year for grants to be used within that year. However, we want a planning consultant from January to June 2016. Roger will contact Locality to discuss these application deadlines. The group agreed that we should still proceed to apply for a grant to be spent by 31 March 2016, accepting that the earliest that we would have money available would be start of January 2016.

The following workplan for the Forum was drawn up: the tasks are those that could be carried out by a Planning Consultant.

### **Stage 1 (January to March 2016)**

- Review progress to date, and draw up future action plan

- Develop the evidence base
- Stakeholder engagement
- Develop a Stage 1 vision
- Draw up an Issues and Options document ready to be sent out for consultation

#### **Stage 2** (April 2016 onwards)

- Draft policies
- Identify sites
- Draw up a plan document ready for the 6 weeks consultation

#### **Stage 3** (dates to be decided)

- Adapt the plan in the light of the public consultation
- Polish and health check the plan
- Submit the plan to the Council

We will not use the phrase 'Project Manager' in the application, but will apply for professional fees for a consultant.

Sue will contact Historic England (Newcastle office) and Newton Aycliffe Plan for planning consultant contacts. Sue and Roger will work further on filling in the application form.

This topic will be on the agenda of the next Working Group meeting.

### **3. Financial Statement**

Sue presented the following financial statement which was accepted by the group:

#### **Income:**

Grant £3,520

#### **Expenditure:**

Website £1,150

Housing database £515

Domain names £26.64

Training £500

Printing £258.60

Sundries £19.97

Data Protection registration £35

Total expenditure £2,505.21

#### **Balance:**

£1,014.79

It was agreed that Forum and Working group members can receive reasonable expenses, e.g. printing cartridges, room hire. Send an invoice/receipt to Sue for reimbursement.

### **4. Vision, Workplan, Topic Groups Remit and Associated Volunteers**

The next meeting will focus on creating a detailed work plan using the model of the Great Aycliffe documents. The remit of the Topic Groups will be reassessed in the light of the consultation results, and Topic leaders and volunteers allocated.

The following links might be useful:

<http://locality.org.uk/resources/neighbourhood-planning-roadmap-guide/>

<http://www.ourneighbourhoodplanning.org.uk/resources/documents/29>

## **5. Date of Next Meeting**

17 November, 11.00 to 12.45, Redhills. Followed by viewing a RTPPI webinar at 13.00 (bring your sandwiches). John Ashby has circulated details of the webinar.