

**MINUTES OF DURHAM CITY NEIGHBOURHOOD PLANNING FORUM
ON FRIDAY 05 SEPTEMBER 2014**

Item No.	Discussion
Present	Muriel Sawbridge (MS), Nick Rippin (NR), Roger Cornwell (RC), Jonathan Elmer (JE), Sue Childs (SC), Angela Tracy-Smith (ATS), Pamela Thomas (PT), Mike Costello (MC), Pippa Bell (PB), Kirsty Thomas (KT), Ann Evans (AE), Jonathan Lovell (JL)
1. Apologies	Roberta Blackman-Woods MP, Ian Forrester, Gordon Cessford, Teresa Hogg, Cllr David Freeman, Cllr Richard Ormerod, Cllr Nigel Martin, Frank Newton, Johnson Dent, Malgorzata Bialek, Ruth Chambers, Colin Wilkes, Kevin Turrington, Terry Turrington
2. Minutes of the previous meeting	Members present received copies of the previous minutes
3. Matters arising	<p>NR updated the Forum on actions from the previous meeting:</p> <p>The protocol for the adoption of Neighbourhood Plan is that, once the plan has passed the referendum stage, it is then presented to the next full meeting of Durham County Council's cabinet for ratification. This appears to be standard practice across the country.</p> <p>Volunteers had been sought for the Topic Groups and details passed to the group leaders</p> <p>NR had contacted Happy Trees Community Group with an invitation to attend the NPF meetings. Initial contact had been made, but since then they have not responded.</p> <p>NR made contact with Locality to enquire about a workshop. They no longer do this, but contact has been made with a different organisation (see item 6)</p>
4. Topic Group Updates	<p>The topic group leaders updated the group on their progress.</p> <p>Housing: MC informed the group that he has been compiling a data set for properties within the area to ascertain the level of private housing and student rented accommodation. He has made contact with DCC to try and access their data on this.</p> <p>Conservation and Heritage: KT has been gathering information on the Conservation Area character assessment. This details</p> <p>Infrastructure: MS updated the group that DCC have indicated that there is little progress on an integrated transport policy,</p>

	<p>with no coordination between road, rail and bicycle strategies.</p> <p>Community and Environment – RC informed the group that he had been looking at housing types and locations of different communities</p> <p>Economy: CW indicated via MS that he is unable to continue as Topic Group leader for this due to work commitments. A new Topic Group leader will need to be appointed.</p>
<p>5. Engagement Report</p>	<p>Jonathan updated the group that the engagement process needs to be coordinated, with leaflets, surveys and a media release to be coordinated at the same time.</p> <p>The main aim will be to direct people to the website and a digital questionnaire. The first stage of consultation will be to identify community priorities.</p> <p>Colin Wilkes has offered to have a drop box location within Durham Market for paper questionnaires to be returned to.</p> <p>The leaflet is almost ready to go. The Post Office will deliver these to the Neighbourhood Area. Community Groups can also be contacted to distribute in their areas.</p> <p>The group agreed to wait for the training session (see Item 6) before proceeding with this, to ensure that the process has a 'health check' before proceeding.</p>
<p>6. Training Update and Dates</p>	<p>NR presented the group with a document produced by Planning Aid and Planning Advice Plus. This document was an example of the kind of work these organisations can do to help forums project plan for the development of a Neighbourhood Plan. It was agreed that a training session was important to help the NPF move forward with the development of a Neighbourhood Plan.</p> <p>It was agreed that the group is at the stage where guidance is needed to start work on the public consultation and the development of a plan.</p> <p>NR to contact Planning Advice Plus and arrange a training session. This is provisionally agreed for 6 October 2014.</p>
<p>7. Planning Applications</p>	<p>NR updated the forum with the outcome of several planning applications:</p> <p>Sheraton Park: This has been approved by DCC</p> <p>County Hospital: This was refused by DCC. The applicant may appeal this, and may lodge another planning application with revised plans.</p> <p>Neville's Cross Club: This application was refused by DCC. The applicant has subsequently appealed this decision and</p>

	<p>has also lodged another application that reintroduces a drinking establishment.</p> <p>New planning applications to DCC were discussed:</p> <p>Kingslodge: The owners have applied to turn the hotel into student accommodation.</p> <p>Old Shire Hall: This has now been purchased and an application has been submitted to turn the site into a hotel.</p>
<p>8. Date, Time and Place of next meeting</p>	<p>The next meeting of the Durham City Neighbourhood Planning Forum will be a training event. This is booked (pending confirmation) for Monday 6 October.</p>
<p>9. Any other business</p>	<p>County Durham Plan:</p> <p>Discussions were had around the Examination in Public stage of the County Durham Plan. SC indicated that she would be free to attend some of the sessions the Durham City Neighbourhood Planning Forum had been invited to.</p>