

**Durham City Neighbourhood Planning Forum
Working Group Meeting, 5 July 2016, Wharton Park**

Present: Pippa Bell, Sue Childs, Roger Cornwell (Chair), Adam Deathe, David Hook, John Lowe, Nigel Martin, Kirsty Thomas, Angela Tracy-Smith,

Apologies: John Ashby, Karen Elliott, Ann Evans, Jonathan Lovell, David Miller, Matthew Phillips, Ros Ward.

1. Notes of Working Group Meetings 7 and 21 June

The notes were agreed and **Sue** will post them on the website.

2. Timetable for producing the plan

We discussed the timetable drafted by David M. Our considerations included the fact that members of the group would be taking holidays, the need to avoid clashing with the County Plan consultations and local elections next May, and the amount of work still to be done on some of the themes, particularly the Community theme. In the light of these considerations, the following revised timetable was **agreed**:

Mid-August: theme co-ordinators to circulate policies to the working group.

Tuesday 6 September: working group to scrutinise policies

October: Forum to agree policies

November/December: working group to finalise draft plan and consultation procedures, including summary document

January/February: public consultations

March: working group and Forum (AGM) agree final plan for submission to County Council

June: Referendum

3. Theme Template

This had been agreed at the meeting on 21 June, but members of the group felt the need for further guidance, particularly on the wording of policies and how to deal with general planning requirements. **John L.** will invite Gavin Scott to a meeting to advise us on these matters. He will also invite him to the meeting on 6 September when we scrutinise the policies.

4. Documentation

Sue and Roger are working on a secure system for the circulation of plan documents and on the public consultation documentation. **David M.** is working on the consultation summary document.

5. Next Meetings

Tuesday 19 July 10.00 – 12.00: Meeting with Gavin Scott

Tuesday 6 September 10.00 – 13.00: Meeting to scrutinise policies

Both meetings will be held in the Education Room at Wharton Park. Refreshments are available from their cafe.

There will NOT be a meeting on Tuesday 2 August.