

Durham City Neighbourhood Planning Forum
Working Group Meeting, 7th February 2017, Miners' Hall

Present: John Ashby, Pippa Bell, Sue Childs, Roger Cornwell (Chair), Carole Dillon, Ann Evans, Peter Jackson, Nigel Martin, Matthew Phillips, Angela Tracy-Smith, Ros Ward.

Apologies: Adam Deathe, Harvey Dowdy, John Lowe, Kirsty Thomas.

1. County Council matters

- Roger noted that he had circulated an email reminding us about the constitution's provisions regarding confidentiality. He also referred to the 'road-map' prepared by Locality. He formally requested that the Open Space Needs Assessment (OSNA) and the latest Strategic Housing Land Availability Assessment (SHLAA) be made available to the appropriate member(s) of the Working Group on a need-to-know basis. Carole explained that neither document had been approved by the Council yet and therefore could not be released, but that she might be able to provide some factual information. **Carole** undertook to check with senior officers as a matter of urgency given the lead-in times for documents to be produced for public consultations to start on 1st March.
- Historic England and the Environment Agency had surprised us by advising that Strategic Environmental Assessments (SEAs) are triggered, primarily for three housing sites. Carole has gone back to both; there are solutions in the case of the Environment Agency but there has not been a response from Historic England so **Carole** has escalated and will inform us urgently of possible remedies. If a meeting is required, Forum Working Group representatives will be invited.
- Carole advised the group that in the event that if after discussion with HE they continue to consider that SEA is triggered then:
 - necessary work should be undertaken in advance of the forthcoming consultation.
 - Otherwise the plan could be open to legal challenge as it could be construed that the significant effects had not be adequately considered and mitigated when formulating the plan proposals.

2. Consultation arrangements: the tri-fold leaflet

- The leaflet: **Roger** will circulate the final version to us this afternoon for final corrections (e.g. times of drop-in session at North Road Methodist Church) and then send to **Sue** for printing.
- **John A** will finalise the distribution lists and deliver sets of leaflets to lead person in each residents' group.
- Delivers to distribute from 14th February and complete by 26th February.
- All to feedback to John A when deliveries are completed.
- **John A** has asked DSU Community Officer re 3 posters plus a stack of leaflets in every College (but see below).
- PBSAs and students generally - all try to access PBSAs/Colleges in their rounds. **Peter** will ask Andrew Ward.
- University staff to be informed via Friday bulletin.
- Businesses will be done electronically by **Adam**. **Roger** will provide a text to Adam to forward.
- Consider putting some leaflets or even the full document in key public houses.
- **Ros** to use email not leaflets for consultations with local bodies.

3. Consultation arrangements: display boards and posters for drop-in events

- The County Council has agreed to loan six boards provided that we collect and return. Storage to be in the Miners' Hall.
- **Matthew** will email Carole for the sizes of the boards.
- Boards to have the Themes, the policy headings and some photos and maps. **Pippa**.
- Also the appropriate pages from the Draft Plan. **Roger**.
- Need A4 or A3 size posters (Durham City Studios) outside the venues and in schools. **Pippa to design, Angela to put up** (schools have agreed).
- The question of A-boards or some other stands for the posters was not resolved.
- Establish a rota of attendances. **John A**.

4. Questionnaire

- **Sue** to finalise and print 100.
- Questionnaires plus copies of the full document and collection boxes to be in Town Hall, Clayport library, County Hall and Indoor Market - **Pippa**
- Market stall on a Saturday. Pippa will approach Colin Wilkes.

5. Statutory consultees

- List of consultees: **Ros** will continue. Two lists, the first being voluntary groups, parish councils etc who need advance notice from **Sue** starting 13th February.
- Notifications to owners of sites, starting 13th February. **Each theme lead** to do theirs. Use best endeavours. Consider paid-for advertisement in the Durham Times/Advertiser.

6. Draft Plan

- Matthew and Roger met County Council officers and agreed that no changes in the Transport Theme would be made at this stage.
- Maps will need to be revised. **Roger**.
- **Pippa** has designed the cover.
- **Sue** can proceed to finalise with maps and photographs.
- Print 20 copies - **Sue**.
- **Peter** may be able to arrange sponsorship for further copies for key pubs.

7. Minutes of meetings held on 3rd and 31st January 2017

- Approved.

8. Annual General Meeting

- Our AGM is on 17th February in St Nicholas Church Hall starting at 6 pm.
- **All** please nominate for officer positions.
- **Chair's, Secretary's and Treasurer's** reports to be circulated.

9. Future Meetings

- The next ordinary meeting will be on Tuesday 7th March, 10.00 – 1.00, at the Miners' Hall.
- Continue with Tuesday 9-11 special meetings: 14th, 21st and 28th February.