

Durham City Neighbourhood Planning Forum Working Group Meeting, 28th February 2017, Miners' Hall

Present: John Ashby, Sue Childs, Roger Cornwell (Chair), Ann Evans, Peter Jackson, Ros Ward.

Apologies: Pippa Bell, Adam Deathe, Carole Dillon, John Lowe, David Miller, Matthew Phillips, Angela Tracy-Smith, Kirsty Thomas.

1. Minutes of the special meeting held on 21st February 2017

Agreed. All expressed great sympathy for Angela and the circumstances by which she has had to withdraw from the current work of the group.

2. The need for an SEA

- **Ros** provided templates and a copy of the 'DIY Sustainability Appraisal of Neighbourhood Plans' by Levett-Therival via CABE (2011). She will try to locate a more recent version.
- **Theme leaders** to do their parts of the SEA, starting with the objectives and telling the narrative through all five stages of an SEA - show how our evolving policy development changes and site selection decisions deliver each Objective:
 - Green Infrastructure: Sue
 - Heritage: Ann/Sue
 - Housing: John A
 - Transport: Matthew
 - Community: Roger
 - Employment: Pippa and Peter
- This may lead to strengthening/refining our policy wordings or even add new policies - the Forum AGM on 17th February gave us authority to do so, then consulting the Forum with the resultant policies.
- The question of protecting views has given rise to conflicting advice; **Sue/Ann** to look at York policies and discuss emerging revisions being made to the WHS Management Plan with Jane Gibson.
- Should have an independent opinion of our work. Decided that **Ros** will ask Claire's and Carole's advice on this.
- **Ros** will also ask about data availability for profiling our Neighbourhood and about the level of support that may be available following Claire and Carole's meeting tomorrow.
- We need to find out what if anything happened to the County Council's proposal in 2009 for a Design Guide.
- Wish to share results with Historic England - **Ros** will flag up with Jules Brown the wish for 14th March meeting and a subsequent meeting.
- Our narrative should make clear that Our Neighbourhood is just a part of Durham City and a small part of the County and Region, and there are many external issues that we cannot affect.

2. Timetable

- We agreed that the previously agreed timetable (start consultation no earlier than 24th April) now looks extremely tight.
- Instead, the aim is to start consultation sometime between 24th April and 12th May.
- The latter start date would enable consultation to close by Monday 26th June which complies with the University term.

- We will not broadcast the later dates yet.
- Work on each Theme SEA drafts from Tuesday 28th February to Tuesday 14th March.
- This involves each writing the words for the five stages set out in the DIY guide, and then doing the ticks and crosses tables, and then having a big session all together to comment and improve.
- Adjust the Screening report as suggested by Claire's email of 20th February by 28th March.
- Improve Policy wordings, where appropriate, by 28th March.
- Circulate Policy wordings to Forum for approval.
- Book the four drop-in places for dates beyond 12th May
- Print leaflets by 24th April
- Distribute leaflets by 9th May

3. Funding issues

- Sue has refunded aborted consultation grant to Groundwork and is drawing up an application (less needed on consultation, more needed on stationery).
- Sue to request £400 from Peter Jackson for the Chamber of Trade's support for public consultation on the Draft Neighbourhood Plan.

4. Future meetings

- The Working Group meeting on 7th March is CANCELLED.
- The next special meeting will be on Tuesday 14th March, 09.00-10.00, at the Miners' Hall (apologies from Ros).
- After that, meet on 21st March.