

Durham City Neighbourhood Planning Forum Working Group Meeting, 24 January 2017, Miners' Hall

Present: John Ashby, Pippa Bell, Sue Childs, Roger Cornwell (Chair), Adam Deathe, Ann Evans, Matthew Phillips, Ros Ward.

Apologies: Peter Jackson, John Lowe

This was the third of the special meetings this month to ensure progress in the preparations for the public consultation on the draft plan.

1. Arrangements for Public Consultation

- **Consultation period is Wednesday 1st March to Thursday 13th April.**
- **Venues:**
 - Monday 6th or Thursday 9th March, St Oswald's Institute, 11.00 am to 3.00 pm. **Pippa** to book.
 - St John's Nevilles' Cross Wednesday 15th March 3pm to 6 pm. Pippa has booked.
 - Wharton Park, Friday 24 March, 10.30 am to 2.00 pm. John L has booked.
 - Methodist Hall, North Road - date tbc. **Ros** to book.
- When all four are fixed, inform Working Group to establish a rota of attendances. **Who?**
- Ask to borrow six boards from the County Council. **Ros.**
- Boards to have the Theme, the policy headings and some photos and maps. **Pippa.**
- Also the appropriate pages from the Draft Plan. **Roger.**
- Need posters (Durham City Studios?) outside the venues and in schools. **Who?**
- **Roger** has produced a supply of contact cards.
- **Sue** will seek quotes for the tri-fold leaflet from Leafletfrog and from Durham City Studios on Claypath (**Adam** to send Sue contact details)
- We need them by 3rd February for distributors to distribute from mid February.
- Put website address on the back.
- **John A** will contact all residents' associations for distribution in their areas. Also St John's Church and St Cuthbert's Church. North End may need a new team.
- **John A** will sort out street lists where needed.
- **Adam** will cover businesses.
- 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.
- Questionnaire in landscape format will be revised. **Sue.**
- Market stall on a Saturday. Pippa will approach Colin Wilkes.
- Copies of the document plus questionnaires and a post-box in Town Hall, Clayport library, County Hall and Indoor Market. **Pippa.**
- Notifications to owners of sites, starting 13th February. **Each theme lead** to do theirs.

2. Draft Plan

- Matthew outlined some changes in the Transport Theme, and will complete tomorrow. **Matthew.**
- Maps will need to be revised. **Roger.**
- Send Forum members the whole document prior to our AGM. **Sue.**
- Explain to Carole our use of "supported" or "approved". **John A.**

3. Annual General Meeting

- Our AGM is on 17th February. **All**.
- Investigate North Road Methodist Hall. **Ros**.
- Send out notices and ask for nominations for officer posts, motions etc to be at least a week in advance of 17th. **Sue**.
- Announce consultation. **Roger**.

4. Minutes of meetings on 17th and 18th January 2017

- All actions checked and delivered.

4. Future Meetings

- Tuesday 31st January, 9.00 – 10.00, at the Miners' Hall to finalise consultation and publication arrangements.
- The next ordinary meeting will be on Tuesday 7 February, 10.00 – 1.00, at the Miners' Hall.