

## **Durham City Neighbourhood Planning Forum Working Group Meeting, 31st January 2017, Miners' Hall**

**Present:** John Ashby, Sue Childs, Roger Cornwell (Chair), Adam Deathe, David Hook, Ann Evans, Peter Jackson, Matthew Phillips, Angela Tracy-Smith.

**Apologies:** Pippa Bell, Carole Dillon, John Lowe, Kirsty Thomas, Ros Ward.

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

### **1. Minutes of special meeting held on 24th February 2017**

Amend date in the heading from 17th to 24th.

### **2. Arrangements for public consultation venue**

- St Oswald's Institute Thursday 2nd March 11.00 am to 2.00 pm. **Pippa to confirm booking.**
- St John's Nevilles' Cross Wednesday 15th March 3pm to 6 pm. Booked but **Pippa to check whether we can have until 8 pm.**
- Wharton Park, Friday 24 March, 10.30 am to 2.00 pm. Booked.
- Methodist Hall, North Road - Monday 6th March 5 pm to 7 pm. Booked.
- Establish a rota of attendances. **John A.**
- 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 A4 size posters (Durham City Studios) outside the venues and in schools. **Pippa to design, Angela to put up (check with Pippa whether schools have been asked).**

### **3. Trifold leaflet**

- **Roger, Peter and Angela** to meet at 2015 on Thursday 2nd February at Angela's house (4 Back Diamond Terrace, DH1 5SX) to list changes, then meet **Pippa** when she returns.
- **Sue** will decide on printer (probably Leafletfrog). **Sue** obtain their template for Pippa.
- We need 10,000 printed as soon as possible - **Sue** - and delivered to Redhills.
- **John A** will sort into sets and deliver to lead person in each residents' group.
- Residents' groups will sort into rounds and take to their deliverers.
- Delivers to distribute from 14th February and complete by 26th February.
- **John A** will ask DSU Community Officer re 3 posters plus a stack of leaflets in every College.
- PBSA's - **Peter** will ask Andrew Ward; **Roger** may ask Peter Smith.
- Businesses will be done electronically by **Adam.**
- Consider putting some leaflets in key public houses.

### **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. Perhaps inform through Rotary. Consider paid-for advertisement in the Durham Times/Advertiser.

## 2. Draft Plan

- **Matthew and Roger** are meeting County Council officers later this morning to complete changes in the Transport Theme.
- Maps will need to be revised. **Roger**.
- **Pippa** has designed the cover; minor suggestions to implement.
- **Sue** can proceed to finalise with maps and photographs
- Print 20 copies - **Sue**.

## 3. Annual General Meeting

## 4. Future Meetings

- The next ordinary meeting will be on Tuesday 7 February, 10.00 – 1.00, at the Miners' Hall. Carole's items to be on first.
- Continue with Tuesday 9-11 special meetings - **John A** to book Miners' Hall.
- Our AGM is on 17th February in St Nicholas Church Hall starting at 6 pm.
- Send out notices and ask for nominations for officer posts, motions etc **Roger and Sue**.
- **Chair's, Secretary's and Treasurer's** reports to follow later.