

**Durham City Neighbourhood Planning Forum
Working Group Meeting, 31 October 2017, Miners' Hall**

1. Welcome and apologies

Present: John Ashby, Pippa Bell, Sue Childs, Roger Cornwell (Chair), Ann Evans, Peter Jackson, John Lowe, David Miller, Matthew Phillips, Ros Ward.

Apologies: None.

2. Notes of 24 October

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

3. Practical Issues to prepare for the Public Consultation

- **Display boards:** **Pippa** has arranged to collect these from County Hall this afternoon. **John L** and **John A** offered to assist her and also to be responsible for transporting them to and from the event venues. **John A** has arranged storage at Redhills.
- **Leaflets:** **John A** reported that we have enough. He is checking that all have been delivered in the NX area. **Ros** emphasised the need for evidence of delivery and **John A** will arrange this. He will also bring leaflets to the AAP event.
- **A4 Posters:** **All** are asked to inform **Ros** about where the posters are displayed so that we have the evidence. **Matthew** will check that they have been distributed electronically to university staff and **Pippa** will do the same for students.
- **Pedestrian issues:** **Matthew** has prepared maps and a document about pedestrian issues to be available at the event venues.
- **Events:** several items were decided:
 1. **Roger** will prepare signs for the event venues and the three display sites.
 2. **Sue** has obtained all the stationery items. All these materials will be kept with the display boards for transporting to and from venues.
 3. **Matthew** will create three more boxes for completed questionnaires and comments. **John A** will collect these from him.
 4. The rota was agreed and **John A** will distribute the final version.
 5. Phone numbers were collected and **John L** will circulate them.
 6. Simple refreshments will be provided at St Oswald's (**Ann**) and St John's (**Pippa**). **Sue** has obtained tea and coffee.
 7. It was agreed that **all theme convenors** should prepare a briefing note about their policies to assist colleagues attending the drop-in events.
- **Plan Documents:** These have been printed. **Matthew** will arrange for the spiral binding of the separate theme copies. These will be transported to and from venues with the display boards and other materials. We can afford to print more if needed. **John A** will bring copies to the Forum meeting.

- **Website:** Sue reported that this is in hand. The PDF and printed versions will be definitive.
- **Emails to Stakeholders:** **Ros** is dealing with these. She will ask DCC for help with lists of developers, business people, transport bodies, groups involved in the riverbanks project and any others they can suggest. She will contact Stuart Timmiss and the head of Highways and ask Terry Collins to inform all other relevant officers. She will ask **Adam** to contact BID members. **John A** is writing by post to developers and landowners, particularly those with sites named in the draft plan. **Sue** is putting an advert in the *Durham Times* to alert all interested landowners about the draft plan.
- **Press releases:** It was agreed that **Pippa** would prepare a press release after the Forum meeting and the first drop-in event to emphasise positive aspects of the plan. She would try to place press releases each week during the consultation.
- **Help from consultants:** It was suggested that we should seek funding to employ an independent consultant to carry out a “health check” on the plan once we have revised it following the consultation period. We need to try to complete this before the parish council is in place.
- **Moderation of comments:** **Roger** and **Sue** will draft protocols for the moderation of comments made online about the draft plan. They will also draft criteria for analysing the comments.

4. Sustainability Report

John A reported that the *Scoping Report* is completed and the *Sustainability Report* is nearly ready. **Roger** needs to write conclusions to the scoring exercise for each of the Community policies and **Sue** will send John A a document concerning monitoring. The documents will be published on the web on 4 November.

5. Date of next meeting

Tuesday 7 November, 9.00 – 11.00, at the Miners' Hall. This meeting will review the Forum meeting and the first drop-in event to see whether things needed adapting for subsequent events.