

**Durham City Neighbourhood Planning Forum Working Group
15 May 2018, Miners' Hall**

1. Welcome and apologies

Present: John Ashby (Chair), Pippa Bell, Sue Childs, Roger Cornwell (Apology for late arrival), Jonathan Elmer, Ann Evans, John Lowe, John Pacey, Matthew Phillips, Ros Ward.

Apologies: Jackson Peter, David Miller, Angela Tracy.

2. Notes of 8 May 2018

The notes of 8 May were agreed and **Sue** will post them on the website.

Matters arising:

- Sue has sent the response about DU's Mountjoy and infrastructure proposals to DU and to Ian Thompson at DCC.
- John L has contacted Maya Polenz of the Dean and Chapter to arrange a meeting.
- The issue of how to involve Persimmon and Gladman is still unresolved.

3. Revised Notes of the Sustainability Appraisal Workshop

John L apologised for the delay in revising the notes to take account of comments on the earlier draft from Sue, John A and Matthew. The revised notes were agreed and **Sue** will post them on the website. The notes outline a procedure for conducting the SA, but it was **agreed** that we could modify this in the light of experience and advice from the AECOM consultants.

Two related matters were then discussed:

- Ros reported that the SA technical support and the housing sites assessments would be carried out by the same AECOM consultants. However, they would not begin the former until they had completed the latter. They wish to visit us in June to conduct site visits. **Ros** will arrange this visit and also propose to them a timescale for completing the site assessments which we hope would be completed by the end of June. Their visit would also provide the opportunity for us to explore the nature of their involvement with our SA process.
- David had sent an email suggesting a number of possible ways in which we could record the way in which we had responded to public comments when revising the plan. It was **agreed** that we should track the changes by giving the reference codes of the comments. It was noted that DCC's *Statement of Public Engagement* provides a model table for recording responses.

4. Dementia Friendly Durham City

John L had distributed an extract provided by Peter from the latest BID Newsletter promoting this scheme. The next training session is at the BID offices at 10.00 am on Thursday 24 May. Ann expressed interest in attending and all are welcome.

Please email ambassador@durhambid.co.uk to register.

Roger confirmed that Theme 6 was the appropriate place for a policy or project on this topic.

5. Privacy Policy

Sue introduced the paper she and Roger had prepared. It is required to comply with the General Data Protection Regulations that come into force on 25 May. The policy was **agreed** by the working group and will be presented to the Forum for approval on Thursday 17 May.

6. Report on Neighbourhood Plan Meeting at Belmont

John A reported that he had attended a meeting at which a Newcastle University PhD student and colleagues had presented various creative ways of engaging people in the process of preparing neighbourhood plans. It fitted well with the recent Northern Heartlands event.

7. Preparations for the “Wrap-up” Meeting on Thursday 17 May

In order to facilitate the review of the working group’s actions over the past month, **John L** will prepare a paper outlining the key issues. This will include the Privacy Policy mentioned above and a discussion about the future of these meetings in the light of the creation of the Parish Council.

8. Any other business

- A Durham University postgraduate student is holding a focus group meeting about the World Heritage Site on Monday 4 June at 4.30 – 6.00 pm in Durham Town Hall. Further details are attached with the email distributing these notes.
- Sue is working on the evidence paper about local green space and she would appreciate help with local knowledge. **Pippa** agreed to help and all are welcome to do so.
- Pippa asked that the consideration of the revision of Theme 3 should move from 29 May to 5 June. **Ros** will review the timetable as this might be when the AECOM consultants visit.
- Both Roger and John A will shortly be on holiday and it was **agreed** that **Sue** would chair meetings in their absence.

9. Date of Next Meeting

Tuesday 22 May following the 9.00 am Forum meeting at the Miners’ Hall