

**Durham City Neighbourhood Planning Forum Working Group
24 April 2018, Antioch House**

1. Welcome and apologies

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

Apology: Carole Dillon

2. Notes of 16 April 2018

The notes of 16 April were agreed and **Sue** will post them on the website.

Matters arising:

- Sue drew attention to the difficulty of identifying and assessing all urban open spaces. It was agreed that what we need to do is identify the criteria for designating them. Project 5 in Appendix A is relevant to this. It is not possible to provide an exhaustive list, but an appendix could list the principal ones. It is proper to include spaces that are not publicly owned; an access audit would be helpful. Consistency is required between policies G1 and C5. **Sue** and **Roger** will check our criteria for green and urban open spaces. They should be available, where possible, to the public as well as residents of housing developments.
- Ros reported that she has made contact with the person responsible for the forward planning of health facilities. It was suggested that she should also contact Carole Reeves from *Keep Our NHS Public*.

3. Next Steps in our Future Work Programme

Ros proposed that the immediate priority was the revision of the themes / policies following the comments received during the public consultation and the DCC workshops. All requests for additional information that were requested from DCC should be channelled through **Ros**.

Ros will draw up a schedule of tasks and tentative deadlines. We are waiting for a response from the AECOM consultant and **Ros** will follow this up. AECOM will also be asked to carry out the assessments on the new sites put forward during the public consultation.

4. How we conduct the Sustainability Appraisal

The following points were **agreed**:

- We need dedicated note takers to record the process by which we assess the options against agreed criteria.
- We need to include the vision and objectives as well as policies in our deliberations. Theme leaders should provide a commentary explaining the reasons for any changes they have made.
- We need to record the codes of comments that have led to changes.
- **Sue** and **John L** will draft a template to record the discussions in accordance with guidance from Levitt-Therival.

5. Changes to our proposals about shop frontages

John A had sent out an email and map reporting the discussions with BID and DCC. DCC's proposals are aimed at providing flexibility for developments outside the core retail frontages. The terminology of "primary" and "secondary" frontages has been dropped. We need an evidence base if we want to propose something different to the DCC proposals.

We need to address the issue of the bus station as part of the SA process because it was raised during the public consultation.

Pippa will distribute notes of the meeting. It was **agreed** that notes of such meetings such be agreed with the other parties before publication.

6. Revision of Theme 1 Sustainability

John L thanked David for his contribution to the revision of this theme in the light of comments received during the public consultation. They would complete the work and present it to next week's meeting.

It was **agreed** that theme leaders needed support to carry out these revisions. **Peter** and **John L** will provide support to Matthew on the Transport theme. **Roger** will work with Angela on policies C1 and C2. (Post meeting note: **David** has agreed to support Pippa on the Economy theme.)

7. DCC's Brownfield Land Register

Roger will check this.

8. New Government Neighbourhood Plan Support Scheme

Sue will check this.

9. Any other business

- Peter Smith's Appeal: **Roger** will check and then submit the draft prepared by **John L** who will distribute it to the rest of the working group. Concern was expressed that the officer's report revealed what might be included in the emerging County Plan.
- Northern Heartlands Event: **Roger, Pippa, Peter** and **Angela** will attend.
- Durham University Consultation: All were encouraged to attend this event about proposed developments at Mountjoy with associated infrastructure works to be held at the Palatine Centre on Thursday 26 April, 11.00 – 7.00.

10. Date of Next Meeting

Thursday 1 May following the 9.00 am Forum meeting at the Miners' Hall