

**Durham City Neighbourhood Planning Forum Working Group
4 September 2018, Miners' Hall**

1. Welcome and apologies

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

Apologies: Pippa Bell, Angela Tracy, Ros Ward.

2. Notes of 28 August 2018

- (a) Accuracy: The notes were agreed and **Sue** will post them on the website.
- (b) Matters arising: John L reported that he had written to the Interim Parish Council Clerk about the participation of Sue and Angela in the “away day” to outline the “Whole City” approach to development.

3. Progress with re-writing of Themes

It was **agreed** that references to the NPPF should be updated and the fact that we had done this should be noted early in the document. It was also **agreed** that the final black and white version of the plan should not include the coded references to the consultation responses.

- **Theme 1:** John L said that he would consider the comments from Matthew and John P with David.
- **Theme 2a:** Ann has still not received a response from Bryan Harris. She has drafted a new project about Styles, Materials and Finishing Touches and would forward this to David. Roger noted that the City of Durham Trust had published a list of the buildings that had been commended and this could provide useful exemplars.
- **Theme 2b:** Sue reported that we are awaiting Carole Dillon’s response.
- **Theme 3:** This has now been re-drafted and further helpful comments from John P will be considered by John A and David. **John A** will send the final version to Carole. **David** will draft a project about the bus station.
- **Theme 4:** John A reported that we are awaiting Carole Dillon’s response.
- **Theme 5:** **Matthew** to complete the re-write and share with John L and David.
- **Theme 6:** **Roger** to complete the remaining policies.

4. Re-write of Chapter 5, Chapter 6 and Appendix A

John A had distributed a revised version of Chapter 5. In the course of discussion it was suggested that this chapter about how to engage the whole community in achieving improvements in the city fitted better with the Appendix setting out the projects. On the other hand, Chapter 6 was about implementing and monitoring the plan’s policies. It was thus **agreed** to reverse the order of these chapters and that **John A, David** and **John L** would meet to make the necessary revisions. **John A** will then send the new Chapter 5 to Carole to seek advice about the role of the Parish Council (PC) in implementing and monitoring the plan’s policies. The Forum might only need to give the PC a minimal steer. **Roger** will ask the PC to set up a Neighbourhood Plan Steering Group.

5. Standing item: Timetables for Neighbourhood Plan and County Local Plan

- a)* **Review of current timetable:** It was **agreed** that we should continue to aim to complete the Themes by the end of September so that AECOM could carry out the Sustainability Appraisal in October. Concerns were expressed about the lack of response from DCC officers about some of the themes. **John L** would write to Carole about this and also invite her to attend a Forum meeting on Tuesday 25 September, or as close to that date as possible, to discuss any outstanding concerns. **Matthew** and **Roger** were asked to complete their themes by 11 September so they could be sent to Carole for DCC's advice on the policy wording in particular.
- b)* **County Plan Evidence Papers:** John L had distributed a list of the papers and John P had suggested a way to cluster them by topics. **All theme convenors** are asked to check papers that might be relevant to their theme and identify any consequent amendments. However, it was also **agreed** that identifying lead persons to deal with the evidence papers at the EiP was beyond the remit of the Forum. **John A** will contact CPRE about this as it is more properly the concern of the Antioch Group.

6. Any other business

Sue reported that we have £455.89 in our account and this should be sufficient to cover foreseeable printing and meeting room costs.

7. Date of Next Meeting

Tuesday 11 September, after the 9.00 am Forum meeting at the **Miners' Hall**.