

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

**1. Welcome and apologies**

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

**Apologies:** Peter Jackson.

**2. Notes of 11 September 2018**

(a) Accuracy: The notes were agreed and **Sue** will post them on the website.

(b) Matters arising:

Item 2b: **Roger** will submit the revised list of projects for consideration at the Parish Council away day when the date is decided.

Item 2b: John L reported that Carole Dillon will attend our meeting on 25 September. It was **agreed** that this would be a full Forum meeting.

Item 2b: **John A** will circulate the list of dates suggested by Gillan Gibson for a meeting of the Antioch group.

**3. Progress with re-writing of Themes**

It was **agreed** that **John A** will be responsible for forwarding completed themes to AECOM. It was also **agreed** that major changes as a result of discussions with DCC officers should be printed in blue text.

- **Theme 1:** **John L** will add the clause about masterplans.
- **Theme 2a:** There is no news of the expected email from Bryan Harris.
- **Theme 2b:** Sue reported that we are awaiting Carole Dillon's response.
- **Theme 3:** This has now been sent to Carole.
- **Theme 4:** John A reported that we have received an initial response from Carole. **John A** and **Sue** will meet her on 28 September.

This item led to a number of points:

- The meeting with Carole on 25 September would start with our timetable (see item 5 below) and then pick up on the points in Carole's initial response (email to John A, 14 Sept.) to Theme 4.
- There is a great lack of truly affordable housing in Our Neighbourhood. **John A** will add a reference to this in Project 16 about converting houses back from HMOs.
- It was **agreed** to retain the current sub-headings in the structure of each theme:
  - Vision and Objectives
  - Context
  - General Justification (Perhaps précised with further evidence in appendix)
  - Policies
  - Any specific justification for a policy

- **Theme 5:** Matthew had completed the re-write and it had been sent to Carole Dillon. The group supported the revised version.
- **Theme 6:** Sue had worked with Roger to complete the remaining policies and it had been sent to Carole Dillon. The group supported the revised version.

#### 4. Revised Chapters 5, 6 and 7

**Chapter 5** will deal with Monitoring the plan. **All theme convenors** should check this chapter and send any comments to **John A** as soon as possible so he can forward it to Carole Dillon.

**Chapter 6** deals with the vision of community engagement that we have developed. It was **agreed** that this would now be Chapter 1 of Part B and that the provisional title of Part B would be “Towards a Creative City”. All comments about this chapter should be sent to John A for future discussion.

**Chapter 7** takes the place of Appendix A and lists the revised projects. It was agreed that this would now be Chapter 2 of Part B. **All theme convenors** should check this chapter and send any comments to David for future discussion. New Projects can still be added. New Project 7 (Durham City Northern Quadrant ‘Making Places’ Scheme) needs further discussion before it can be sent to the Parish Council.

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

John P submitted a number of amendments to the timetable. A further item will be added about the *Statement of Community Involvement*. These were **agreed** and **John L** will publish a revised timetable. It was also **agreed** that **Roger** would draft a letter to the Parish Council about it taking over responsibility for the Neighbourhood Plan. **John L** will then send this to the Interim Clerk.

#### 6. Statement of Community Involvement

**John L** will distribute the *Statement of Community Engagement* that had been prepared by Great Aycliffe and also check the advice in Levett-Therivel.

Our audit trail is:

- Categorisation of responses to the public consultation
- Identification of issues arising from the responses
- The version of the plan with red and green text and the response codes

It was **agreed** that we need to respond to developers’ consultation responses where they had asked to be kept informed of developments. We also need to consider how to communicate to the public what we have done in response to the consultation. **Sue** will circulate a template for documenting our individual stakeholder meetings.

The *Statement of Community Engagement* needs writing in October and this will be considered at our next meeting.

## **7. Any other business**

Angela asked about membership of the University's culture task force. John A advised that its terms of reference had not yet been agreed by residents' groups on DURF and the Parish Council.

## **8. Date of Next Meeting**

The next meeting will be on Tuesday 25 September at 9.00 am at the Miners' Hall. This will be a combined meeting with the Forum and attended by Carole Dillon.