

Durham City Neighbourhood Plan Working Party 11 December 2018, Miners' Hall

1. Welcome and apologies

Present: John Ashby, Pippa Bell, Sue Childs, Roger Cornwell (Chair), Ann Evans, Peter Jackson, John Lowe, John Pacey.

Apologies: David Miller, Matthew Phillips, Angela Tracy.

2. Notes of working party meeting on 4 December 2018

- a) **Accuracy: Roger** will clarify Item 7 about the timescales for the boundary changes consultation before **Sue** can post the notes on the website. (Post-meeting note: It has now been clarified that the 7-week consultation period will run from 13 December to 31 January and that the 13-week period within which DCC must determine the application will end on 15 March.)
- b) **Matters arising:**
 - John A reported that Ros has sent the emails to Sue.
 - Sue reported that she has sent the letters about Observatory Hill to AECOM and the residents' groups. Roger reported that it will be discussed by the Parish Planning Committee on 14 December.

3. Any matters to report from:

a) Parish Council

The PC has formally asked DCC to make the boundary changes and DCC has acknowledge this. The dates are given in the note above (2a). The consultation will be publicised on DCC, PC and NPF websites.

b) AECOM

We have had no report but also no alarms. **Peter** will supply evidence about the destruction of orchid species on Observatory Hill for **John A** to forward to AECOM. **Sue** will press DCC for its response to the objections to the extension of this LGS.

These reports will become a standing item on our agenda.

4. Budget 2019/20

Roger explained that the PC was drawing up its budget for 2019/20 and needed information about costs associated with the Neighbourhood Plan. Sue had prepared estimates based on last year's consultation. It was necessary to distinguish between expenditure that would be incurred in the current financial year (up to 31 March 2019) and in the next. It was expected that the further Regulation 14 consultation would take place in the current financial year and **Sue** would present a revised budget for these costs. **John A** would then present this to the Parish Finance Committee on 11 January.

The following points were **agreed**

- 5% cost increase should be added

- 10% contingency element should be added
- Room hire (5 hours) at St Giles should be added
- 15 additional copies of the plan would be required for Councillors. (Note: this would be the version for consultation. The version provided for Councillors to approve prior to the consultation would be distributed by the Parish Clerk as usual.)
- 500 copies of the Summary leaflet would need to be printed professionally
- No additional costs would be incurred in continuing the website
- An element for Redhills room hire would be included
- The balance remaining in the NPF account (£455.89) would be included in the calculations.

As far as the next financial year is concerned, provision will have to be made for two main items:

- Printing the finally approved version of the Plan
- Printing *Looking Forward*

5. Timetables for Neighbourhood Plan and County Local Plan

- The AECOM report has not yet been received.
- The Durham County Plan is not going to Cabinet this week.
- **John L** will attach an updated timetable to these notes.

6. Consultation Statement

There were no matters to report specifically about the *Consultation Statement*, but the following points were **agreed** about the Task Spreadsheet that Matthew had so helpfully developed:

- Those named as “Compilers” (and more volunteers are needed!) should be responsible for adding further tasks. The main heading should be in **bold** (eg. **Consultation Statement**) and the various sub-tasks needed to compile it in plain text.
- **Pippa** will add **Regulation 14 Consultation**
- We need to indicate which tasks have priority. Deadlines should be included by the Compilers in the “Documents and Tasks” column.

It was emphasised that this is an internal document: it is simply to help members of the working party to keep up with requirements. It is for our use only and is not intended to be published as a form of evidence.

7. Basic Conditions Statement

John L reported that Carole Dillon had agreed to check our draft BCS in January and to attend a meeting on 22 or 29 January. John had distributed a revised draft of the BCS based on the Great Aycliffe document recommended by Carole and with suggestions from John A. The following points were **agreed**:

- The dates of the Plan should be 2018 (1 April 2018 is the base date for our data) to 2035 to match the Durham County Plan.
- The table setting out the paragraphs of the NPPF and the policies of the saved local plan that are relevant to the policies in the Neighbourhood Plan is simply a checklist that shows the thoroughness of our consideration of these national and local policies. Demonstration of compliance and general conformity will be shown in an appendix.
- In paragraph 12 delete: “and reflect the priorities and aspirations of its residents” because

this will be dealt with in the *Consultation Statement*.

- Strengthen paragraph 13 by replacing “considered” with “balanced” and “considering” with “balancing”.
- Paragraph 14 awaits the AECOM report.
- The sections related to the EU need further consideration.

8. Plans for the Regulation 14 Consultation

It was **agreed** that the questionnaire should be simplified. It should ask whether people agreed or disagreed with each policy as this provides valuable quantitative data. There should be just one overall comment box. **Sue** will revise, it.

9. Looking Forward Update

David and Angela were unable to attend the meeting but had asked that the latest draft should be distributed so people could think about it. The introductory sections had been revised but the crucial section on Durham as a Creative City had not yet been completed. The redrafting that had been done was intended better to integrate this section. The tone of the document was intended to be about opportunities rather than problems and to be enabling rather than prescriptive.

It was **agreed** that, while public engagement will take different forms depending on the nature of the initiative, it is an essential criterion for including initiatives in the document. **All** are asked to review particular initiatives and revise them as necessary to explain the nature of public engagement that will be involved.

10. Any other business:

- Colleagues expressed their sadness at the news of the death of Muriel Sawbridge. She had been instrumental in establishing the Forum. Her funeral will take place on Wednesday 19 December at 1.00 at Durham Crematorium.
- No response had been received from Bearpark PC about the Neville’s Cross battlefield site. John A noted that he had informed them that we were including it in our Plan.

11. Date of Next Meeting

The next meeting will be on Tuesday 8 January 2019 at 9.00 am at the Miners’ Hall.

This will be the Secretary’s 75th birthday and, County Planning Committee permitting, it will be followed by a celebration at the Bridge Hotel!

Timetable for future stages of the Neighbourhood Plan and the County Local Plan
(Timetable revised after discussion at npwp meeting on 11 December 2018)

Date	County Durham Plan	Durham City Neighbourhood Plan
November 2018	Re-drafting of County Local Plan continues.	<ul style="list-style-type: none"> * Development of <i>Consultation Statement</i> and <i>Basic Conditions Statement</i> continues. * PC agrees to take responsibility for the Plan, ratifies the Forum's work to date, and sets up a Neighbourhood Plan Working Party (22 Nov.) * DCC to facilitate alignment of parish and neighbourhood plan boundaries. * All amendments to Plan as sent to AECOM to be submitted to Sue by end November.
December 2018	Re-drafting of County Local Plan finalised. Not achieved so later stages will need revising when we know what is happening	<ul style="list-style-type: none"> * AECOM completes SA by early December. * Working Party to respond as necessary and prepare plan for Reg 14 consultation. * Work on <i>Statements</i> continues. * DCC starts 7-week consultation on changes to align Neighbourhood and Parish boundaries
January 2019	Pre-Submission Draft County Local Plan published for consultation.	<ul style="list-style-type: none"> * Preparations for Reg 14 consultation * PC approves Plan for Reg 14 consultation on 24 January * Consultation on changes to boundaries ends
February 2019	Consultation on Pre-Submission Draft County Local Plan continues.	<ul style="list-style-type: none"> * 6 week Reg 14 consultation starts. Possible delay as DCC has until 15 March to determine boundary changes. * Events at St John's NX, St Nicholas' and St Giles'. * Publicity via press and email networks. * Responses analysed as they come in. * <i>Consultation Statement</i> completed apart from final chapter about this Reg 14 consultation.
March 2019	Analysis.	<ul style="list-style-type: none"> * Reg 14 consultation ends mid March. * All responses analysed and plan revised. * <i>Consultation Statement</i> completed. * <i>Basic Conditions Statement</i> completed.
April 2019	Re-drafting.	* Parish Council gives approval to Plan on 25 April and formally submits it to the DCC.
May 2019	Re-drafting.	* DCC formally considers soundness of the Plan and arranges 6 week Reg 16 consultation.
June 2019	Submission County Local Plan approved by full Council and submitted to the Secretary of State.	* Regulation 16 consultation finishes end June. .
July 2019		* County Council analyses the responses and arranges an Examination of the Plan
Sept/Oct 2019		* Examination
Winter 2019/2020	Examination in Public	* Referendum within 5 weeks of the Examiner's report, and following 28 days for publicity of date of referendum.
Summer 2020	Adopted County Durham Local Plan	* The Neighbourhood Plan comes into force as part of the development plan for the area.