

THE STORY SO FAR

Draft at 15th May 2019

This will be developed further as a section of the final Consultation Statement.

Date	What we did	Who was involved	Problems encountered
Activities leading to the setting up of the Forum			
April/May 2011	Discussions among local residents groups about setting up a Neighbourhood Planning Forum	Crossgate Community Partnership; St Nicholas Community Forum	None.
24 June 2011	Meeting called by the local MP, Roberta Blackman-Woods to discuss reconstituting the Balanced and Sustainable Communities Forum as a Neighbourhood Planning Forum	MP, public	None.
15 November 2011	Localism Act becomes law		None.
8 May 2012	Public meeting about the new law in the Town Hall	Planning Officer, Durham County Council, public	None.
26 October 2012	The Balanced and Sustainable Communities Forum confirmed that it will be submitting an application to Durham County Council to become a Neighbourhood Planning Forum	Members of the Forum	
26 October 2012	An appeal from the MP's office for 21 people to sign up to become Neighbourhood Planning Forum members	MP	A Neighbourhood Planning Forum requires a minimum of 21 members
Forum activities			
9 April 2013	First Forum meeting. Called by the local MP. Note: Forum meetings continued: Minutes are available on the Forum's website at: http://npf.durhamcity.org.uk/resources/minutes-forum/	People interested in being Forum members (28 people had expressed an interest)	Despite many requests, there was no involvement by Durham University: an on-going issue
23 May 2013	Forum Officers appointed	Muriel Sawbridge, Chair Roger Cornwell, Vice-Chair Teresa Hogg, Treasurer Ann Evans, Secretary	None.
10 July 2013	Application to Council to become a Neighbourhood Planning Forum, in the absence of a town or parish council for the historic centre of Durham City	Members of the Forum	None.
16 January 2014	Council granted approval for the Forum		The long delay in obtaining this approval
30 January 2014	AGM/Public meeting held by Forum	Forum members, public	None.

February 2014	Engagement team was set up to publicise the work of the Forum and produce the Engagement Plan. Team	Muriel Sawbridge (Chair), Roger Cornwell (Vice Chair), Jonathan Elmer (Engagement Officer)	None.
	worked on outside formal Forum meetings.		
February / March 2014	Forum website set up http://npf.durhamcity.org.uk NPF public email contact set up npf@durhamcity.org.uk Regular postings of news items as well as information about the emerging Neighbourhood Plan. Comments are received from members of the public		None.
22 March 2014	Muriel Sawbridge, Forum Chair, spoke at Durham City Trust meeting	Durham City Trust members, public	None.
1 April 2014	Engagement Team held a meeting with members of the Sedgefield Plan Steering Group	Engagement Team, members of the Sedgefield Plan Steering Group	As a Forum with volunteer members we do not have the resources to draw on that Parish Councils doing a Neighbourhood Plan have
24?5 April 2014	Forum Meeting. Forum agreed to set up Topic Groups to collect data about Durham City and to scope the topics. Note: Work carried on by the Topic Groups outside official Forum meetings	Forum members volunteered to be involved with the various Topic Groups which were: Communities and environment (Roger Cornwell); Housing (Mike Costello); Infrastructure (tbc); Economy (Colin Wilkes); Conservation and heritage (Kirsty Thomas)	None.
24?25 April 2014	Sue Childs appointed as Treasurer	Sue Childs	None.
June 2014	Forum Bank Account set up	Sue Childs	None.
July 2014	Mailing list set up: private one for Forum members only to conduct business		None.
July 2014	Contact started with Council support officer, Gavin Scott		Information sought by this route never seemed to materialise or be very detailed
31 July 2014 (pre-hearing meeting), 1-31 October 2014 Examination in Public	County Durham Local Plan Examination in Public	Forum member represented the Forum. Other Forum members represented other bodies, e.g. Durham City Trust, Friends of Durham Green Belt, residents' groups	The coverage of Durham City in the Local Plan was so controversial that Forum business on the Neighbourhood Plan had to be delayed whilst the Forum became involved in the EiP making representations that reflected the views of local people

15 September 2014	Muriel Sawbridge, the Chair, resigned for personal reasons		None.
4 October 2014	Grant received. Ref: NPG-00629		None.
6 October 2014	Training session run by Planning Advice Plus	Forum members	None.
November 2014	Survey placed on Web		Accompanying leaflet campaign was postponed because of EiP commitments so this survey was not successful
7 November 2014	Forum agreed that Roberta Blackman-Woods would take over the position of Chair		None.
January 2015	Property database put up on Forum website		None.
14 February 2015	Forum staffed a stall in Durham Market Place 10am to 4pm	Forum members, volunteers, public	None.
February / March / April 2015	Forum involved in public response to the Inspector's report on the Local Plan and the Council's reaction to the Report	Forum members, many acting as representatives of other bodies, other bodies representing the public	Once again, activities to do with the Local Plan affected progress on Neighbourhood Plan
26 / 27 April 2015	Draft Communications and Engagement Action Plan plus overview of the current stage of the Plan		None.
27 April 2015	First meeting of Working Group Note: Working Group meetings continued on a monthly basis (later weekly): Minutes are available on the Forum's website at: http://npf.durhamcity.org.uk/resources/working-group-minutes/	Forum members and other volunteers to carry out practical activities to progress the Plan.	Progress via official Forum meetings was too slow
May to July 2015	Council and developers applied for a Judicial Review of the Inspector's report on the Local Plan and nominated a number of bodies representing local people as interested parties; Judicial Review takes place	Forum members involved with these bodies	Once again, activities to do with the Local Plan affected progress on the Neighbourhood Plan
April/May/June 2015	Planning for the Priority public consultation	Forum Working Group	None.
June/July 2015	Public consultation - Priority survey via questionnaire (delivered as a leaflet to every house in the Forum area) and also made available as an online questionnaire. 162 responses	Forum members, volunteers, public	None.
14 June 2015	Forum stall at Eco Festival	Forum members, public	None.

13th June and 20th June 2015, 11am to 1pm	Stalls in Durham Market Place	Forum members, public	None.
15 June 2015	Data Protection Registration: this has been renewed on an annual basis		None.
29 June 2015, 7.00 to 9.00 pm	Public consultation - priority survey. Open meeting in Town Hall. 100 people attended	Forum members, volunteers, public	None.
8 July 2015, 7.00 to 9.00pm	Public consultation - priority survey. Additional open meeting in Town Hall. 12 people attended	Forum members, volunteers, public	None.
9 July 2015	Forum Facebook page set up		None.
July to September 2015	Survey responses analysed	Working Group members	None.
11 August 2015	Working Group email list set up		None.
17 August 2015	Public email list set up	All people who expressed interest in receiving further information during the public consultation	None.
7 October 2015	As agreed at a Forum meeting, Roger Cornwell became Chair; John Lowe became Vice Chair; Pippa Bell became Engagement Officer; Sue Childs remained as Treasurer		None.
16 October 2015	Meeting with members of the Morpeth Neighbourhood Plan	Forum members, members of the Morpeth Neighbourhood Plan	None.
29 October 2015	Attended County Durham Neighbourhood Working Group meeting	Pippa Bell, Engagement Officer	None.
30 October 2015	Forum responded to Council's consultations on planning issues; start of an on-going activity of responding to relevant local and national consultations	Working Group on behalf of the Forum	None.

October / November 2015	Developed the Plan's Vision, objectives and themes. Topic Groups morphed into Theme groups. Theme groups carried on work outside meetings, including contacting, and meeting with, relevant stakeholders and residents	Working Group using the results of the public consultation. Theme Groups: Theme 1: A City with a sustainable future (John Lowe and David Miler); Theme 2: A beautiful and historic City, (a) Heritage (Kirsty Thomas), (b) Green Infrastructure (Sue Childs and Angela Tracy); Theme 3: A City with a diverse and resilient economy (Pippa Bell and Adam Deathe); Theme 4: A City with attractive and affordable places to live (John Ashby and Sue Childs); Theme 5: A City with a modern and sustainable transport infrastructure (Matthew Phillips and Karen Elliott); Theme 6: A City with an enriched community life (Roger Cornwell)	None.
October 2015 to March 2016	Survey of the views of children and young people carried out. Four schools covered; 70 children and young people took part	Pippa Bell, children and young people	None.
9 November 2015	Council email to PSHBF members on behalf of Forum		Not many developers responded; those that did were placed on mailing list and contacted to set up meetings; only a few of these agreed to a meeting
November 2015	More activity on Forum's Facebook page	MP's intern on a voluntary basis	The day to day work of the Forum does not lend itself to regular Facebook posts (we met, then individuals went away and looked up information, wrote documents, contacted people etc.), and Forum news items are not common. Forum members do not have the time to spare for regular Facebook posting
November 2015	Developers' mailing list set up		None.
16 November 2015	Ros Ward, an experienced planner, volunteered to be the Forum's Project Manager		None.

January 2016	University sent email to all students linking them to the students online priority survey	University students	We had very few student responses to the June/July survey even though leaflets went into student houses, notices to colleges, and the survey period did overlap with term time. Unfortunately, we received no responses to this email survey
January 2016. ongoing	Theme Groups started to draft policies based on results of public consultation and continuing feedback from relevant stakeholders and residents	Theme Group members,	None.
20 January 2016	Vision and Themes launched	Working Group	None.
22 January 2016	Forum Twitter account set up		Similar problems as with Facebook page
11 February 2016	Email sent to residents' groups asking them to identify significant heritage assets, green assets, open spaces, community facilities, and sites for new development.	Crossgate Community Forum; Elvet Residents' Association; Nevilles Cross Community Association; St Nicholas Community Forum; Sheraton Park	None.
		Residents' Association; Sidegate Residents' Association; Whinney Hill Community Group; Merryoaks Residents' Association	
18 February 2016	Meeting with the new VC of Durham University	Roger Cornwell, Chair, and others	None.
March 2016	Business questionnaire survey carried out. 13 responses	Pippa Bell and business owners	None.
18 March 2016	Forum AGM	Forum members, public Election of officers: Chair: Roger Cornwell Vice Chair and Secretary: John Lowe Treasurer: Sue Childs Engagement Officer: Pippa Bell	None.
12 April 2016	Meeting with members of Durham County Council	Forum working Group, DCC staff: Gavin Scott, Jeanette Armin and David Sparkes. Involvement with DCC became more active	None.
12 May 2016	Attended a County Durham Plan Business breakfast meeting at Rivergreen	Pippa Bell, Engagement Officer, Roger Cornwell, Chair, and Peter Jackson, Forum member	None.
24 May 2016	Workshop to critique the draft policies	Working Group	None.

19 June, 11am to 5pm	Attended Eco Festival. Carried out pedestrian and cyclists survey	Forum working Group members, public	None.
7 July 2016	Attended County Durham Neighbourhood Working Group meeting, to study the relationship between neighbourhood plans and the County Plan	John Lowe Vice- Chair and Ann Evans, Forum member	None.
August 2016	Arts and culture questionnaire survey carried out. 28 responses	Angela Tracy and artists	None.
4 October 2016	Working Group Meeting attended by Durham County Council	Gavin Scott introduced Carole Dillon who was taking over the role of supporting the Forum. Since this meeting the Council has provided excellent support to the Forum	None.
13 October 2016	Grant received, for pre-submission consultation. Ref: NPG-02594		None.
18 October 2016	Technical support offer received for assessment of housing sites. Ref: DR-00957		None.
20 October 2016	Forum Meeting to agree wording of Policies.	Forum members	None.
October, November, December	Production of list of policies to accompany SEA screening report; production of screening report; production of draft plan document	Working Group	None.
November 2016	Harvey Dowdy, Estates, Durham University, joins the Forum and the Working Group		None.
1 December 2016	Attended County Durham Neighbourhood Working Group meeting, to look at independent examination procedures and policies on housing for older people	Pippa Bell, Engagement Officer, and Sue Childs, Treasurer	
6 December 2016	Agreed to hold the pre-submission consultation from Friday 17 February to Friday 31 March 2017	Forum Working Group	None.
14 December 2016	Meeting with DCC to discuss the SEA screening report and DCC's health check on our draft policies	Carole Dillon and Claire Hattam, DCC. Working group members	None.

22 December 2016	Strategic Environmental Assessment (SEA) and Habitats Regulation Assessment (HRA) Screening Report sent to statutory consultees: Environment Agency, Historic England, Natural England		None.
January/February 2017	Planning for pre-submission consultation	Working Group	None.
January/February	Finalising draft plan document and putting it up on the website	Working Group	None.
16 January 2017	Received DCC health check on the draft plan; ongoing - revised draft plan in the light of these comments	Working Group	None.
19 January 2017	Historic England's feedback on the draft plan; ongoing - revised draft plan in the light of these comments	Working Group	None.
19 January 2017	Participated in Durham AAP's Tripartite Meeting on the future of Durham City, with Durham University and Durham County Council	Roger Cornwell, Chair, and Sue Childs, Treasurer. Members of Durham AAP, public	None.
30 January 2017	Confirmation from DCC that we will not be provided with the most recent SHLAA and OSNA		Lack of this information which affects site selection
31 January 2017	Meeting with DCC officers about transport policies.	P Ollivere and J McGargill (DCC) and R Cornwell and M Phillips (Forum)	None
2 February 2017	News that Historic England felt that an SEA was required (letter dated: Historic England 26 January 2017). Environment Agency felt that with agreed changes an SEA was not required (EA email 6 February 2017).		The concerns of the Environmental Agency were alleviated by changes to the sites selected. Historic England however remained firm that an SEA was required. This news meant that the pre-submission consultation had to be postponed
14 February 2017	Meeting with DCC to discuss the SEA situation. The Forum agreed to undertake an SEA	Carole Dillon and Claire Hattam, DCC. Working group members	None.
17 February 2017	Forum AGM	Forum members, public Election of officers: Chair – Roger Cornwell Vice Chair – John Ashby Treasurer – Sue Childs Secretary – John Lowe Engagement Officer – Pippa Bell	None.

22 February 2017	Unspent grant returned	Sue Childs	The requirement to carry out an SEA led to the postponement of the pre-submission consultation. As the Forum could not spend the grant money by the end of the 2016/17 financial year it had to be returned
February, March, April, June 2017	Drafting of the SA Scoping report; drawing up and piloting the sustainability criteria	Working Group	None.
10 March 2017	Grant received, for pre-submission consultation. Ref: NPG-02963. We had to apply again for the money for the pre-submission consultation as this would now occur in the next financial year.		Administrative difficulties as tightening up of procedures required the Forum to have the grant managed by an incorporated organization. The City of Durham Trust provided this facility.
31 March 2017	Meeting with Historic England. Discussed the SEA/SA requirement and how best to proceed	Jules Brown and Barbara Hooper, Historic England. Carole Dillon, Durham County Council. Forum Working Group	None.
April – October 2017	Working Group prepares SEA/SA and prepares consultation draft	Working Group	Many technical difficulties trying to cope with this task.
October 2017	Practical preparations for Regulation 14 consultation: Summary leaflet and questionnaire prepared; All homes and businesses informed of the consultation; Durham University and the Student Union used email systems to inform staff and students; hard copies at County Hall and Clayport Library.	Forum members	Coping with the vast workload
3 November 2017	Forum launches consultation.	Forum	None
4 November – 18 December 2017. Events: 4 Nov – Town Hall AAP event 6 Nov – St John's 14 Nov – Ustinov College 21 Nov – St Oswald's 24 Nov – St Nicholas' 6 Dec – Wharton Park	Regulation 14 Consultation	Working Group and public	None
14 December 2017	Meeting to discuss DCC's responses	S Timmiss and C Dillon (DCC), J Ashby and J Lowe (Forum)	DCC criticism focused on alleged failures to meet Basic Conditions
19 January 2018	Forum meeting decides to convene weekly meetings to ensure oversight of working group following DCC criticism.	Forum members	None

8 March 2018	Sustainability Appraisal workshop	C Dillon and C Hattam (DCC), M Wright (DU) and working group members	None
9 March 2018	Workshop on housing policies	DCC, DU and working group representatives To be specified	None
21 March 2018	Forum AGM	Forum members and public	None
27 March 2018	Meeting to discuss DU's responses to consultation draft plan.	M Wright, I Ramage, F Folley (DU), working group members	None
19 April 2018	Forum meeting	Forum members and public	None
3 May 2018	City of Durham Parish Council elected		None
17 May 2018	Forum meeting	Forum members and public	None
2 July 2018	Meeting with DCC about DU's proposed student accommodation sites	C Dillon (DCC), S Childs and J Ashby (Forum)	None
24 July 2018	Forum meeting	Forum members and public	None
25 October 2018	Parish Council ratified work of the Forum and constituted the working group as the Neighbourhood Plan Working Party reporting to the Parish Council's Planning Committee.	Parish Council	None
2 November 2018	Meeting with DCC to discuss need for additional Regulation 14 consultation after Parish Council has assumed responsibility for the Neighbourhood Plan.	C Dillon, M Robinson, N Carter (DCC), R Cornwell, J Ashby (Parish Council), J Lowe (Forum)	None
22 November 2018	Parish Council asks DCC to align Neighbourhood Plan boundaries with Parish boundaries.	Parish Council	None
13 December 2018 – 31 January 2019	DCC holds consultation on boundaries	DCC, public	None