

**Durham City Neighbourhood Plan Working Party**  
**23 July 2019, Mines' Hall**

**1. Welcome and apologies**

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

**Apologies:** David Miller, Angela Tracy.

**2. Notes of working party meeting on 9 July 2019**

- a) **Accuracy:** John L noted that in Item 3 (2<sup>nd</sup> bullet point) and Item 4 (1<sup>st</sup> bullet point) the Parish Clerk has only sent emails to the officers of the working party, not to all members. **John L** apologised for this misunderstanding of what had happened and will amend the notes accordingly. The notes were then agreed and **Sue** will post them on the website. **Roger** will ask the Parish Clerk to include all members in future mailings
- b) **Matters arising:**
- It was **agreed** that the timetable attached to the Notes was accurate.
  - **Item 2b:** John A reported that there were no completed questionnaires in the boxes at Durham Town Hall and Clayport Library.
  - **Item 4: John A** will obtain original copies of the completed questionnaires that the Parish Clerk had circulated as PDFs.

**3. Response to 4 July email from S Timmiss to Parish Councillors**

- It was clarified that the purpose of this item was to prepare a response to the email that accompanied DCC's detailed comments on the NP, not to respond to those comments. We would do that alongside our responses to all the comments received during the consultation.
- It was **agreed** that it was important to put in writing our rebuttal of the criticisms made by ST and to seek a meeting between him and representatives of the Parish Councillors, including Roger and John A, and with the Parish Clerk in attendance to take notes. **Roger** and **John A** will draft a response for consideration by the Parish Planning Committee and the full Parish Council.
- It was not the case that detailed help had been given by DCC officers as claimed, despite frequent requests for help and equally frequent promises that it would be forthcoming. Carole Dillon had been much more helpful than her predecessor, but seems to have been let down by some colleagues who failed to respond to requests for specialist help. A very clear example was that the DCC solicitor had promised advice about fulfilling the basic conditions regarding EU regulations on 2 November 2018 and this has still not been received despite reminders. DCC had also claimed that it was unable to share with us advance notice of its intended strategic policies in the emerging County Durham Plan, and yet we are criticised for not conforming to them. DCC also failed to provide housing figures when requested. This all amounts to a failure in DCC's duty support those preparing a Neighbourhood Plan.

- Had we delayed any further, the second Regulation 14 consultation that DCC had strongly advised us to undertake would not have been possible before the end of the University's 2018-19 academic year. Given the preponderance of students and staff among the population of Our Neighbourhood, this was not acceptable to the Parish Council that had approved the NP for consultation on 25 April 2019.
- Full details of the relevant meeting notes and emails concerning requests for assistance and illustrating delays would be attached to the letter.

#### 4. Categorisation Documents

- Sue explained that she had sent to all members the full set of categorisation documents: the General comments and those for each Theme. **Sue** would work with colleagues as necessary to deal with the General comments. **Theme convenors** were responsible for their own sections, but **all** must feel free to contribute to this task.
- Sue gave the following instructions:
  1. Retain the .doc format, not .docx
  2. For comments that are categorised as **c1b** (planning issue that has to be dealt with by the Council or by other bodies not by a neighbourhood plan), state the issue and the body that should deal with it.
  3. We must give reasons for not accepting changes that could come within the scope of a neighbourhood plan.
  4. **Sue** will provide Theme convenors with a copy of their section of the Plan and any amendments must be made using the **red / green** convention.
  5. Conflicts will be resolved by discussion at the NPWP meetings according to the agreed timetable.

#### 5. Budget for Later Stages of the Neighbourhood Plan

Roger explained that the Parish Clerk had asked if there were likely to be any future budget implications during the current financial year. The following estimates were agreed;

- Printing £500
- Room Hire £250
- Contingencies £250

#### 6. Any other business

None

#### 7. Date of Next Meeting

The next scheduled meeting will be **Tuesday 27 August at 9.00 am in the Miners' Hall**