

**Durham City Centre Neighbourhood Planning Forum
Working Group Meeting, 22 October, 2015, Antioch House, 14.30**

Present: John Ashby, Pippa Bell, Sue Childs (Minutes taker), Roger Cornwell (Chair), Ann Evans, David Hook, Angela Tracy-Smith

Apologies: Jonathan Lovell, Kirsty Thomas

1. Issues and Options

Graeme Trotter from the Morpeth Neighbourhood Planning Group recommended conducting an Issues and Options consultation. We agreed to do this. Each Topic Group will draw up a set of issues and options, using evidence from the NPPF, the County Durham Plan, the saved policies, the priority consultation responses and other forms of stakeholder engagement. The consultation will comprise a quantitative questionnaire using a Likert scale for respondents to indicate the importance of each option. The format of a draft questionnaire circulated by Sue Childs was thought to be suitable. The questionnaire survey should be conducted in late November.

2. Heritage Issues and Options

A first draft of the Heritage issues and options, circulated by Kirsty Thomas, was tabled.

3. NPF Co-ordinator

We need a project manager. This is dependent on the finance available. Kirsty Thomas's idea is to contact the Civic Voice. John Ashby will contact them and explore what would be possible and how much would it cost.

When the policies are written we will need to employ a planning consultation to bullet-proof the policies.

4. Funding

A meeting to discuss obtaining funding will be held with Roberta Blackman-Woods and Nick Rippin on 30 October, 13.30 at Redhills. Sue Childs and Roger Cornwell will attend.

5. Assistance from the County Council

We need more assistance from the County Council. Email correspondence between Gavin Scott and Jonathan Lovell was discussed. Pippa Bell will contact Ian Thompson to discuss how to achieve more help from the Council.

6. Karen Elliott's Meeting with Terry Collins

Karen Elliott is having a one-to-one meeting with Terry Collins, the new CEO of the County Council, and has asked what issues the Forum would like her to raise. The issues are:

- Supporting the work of the Forum: the City has a highly strategic role in the County Plan so it is vital that the Council makes the right decisions about the future of the City

- Looking at the responses from the priority survey to see what the City residents want from the County Council

Pippa Bell will contact Karen and send her the Priority Responses report to pass on to Terry Collins.

7. Head Hunting

Michael Hurlow has volunteered to help with the Heritage topic. Angela Tracy-Smith will contact him to accept his offer.

Rob Hitchens, Springfield Centre (advising on microeconomics in Asia), has offered support. Pippa Bell will contact him and accept with thanks.

8. Research by Business School Students

Karen Elliott has made this offer, but the timescale of such projects are too long for the Issues and Options survey. Pippa Bell will thank her and say we will keep her offer in mind for the future.

9. Economy Update

Pippa Bell has had a discussion with Rob Hitchens about economic issues within the City. A report of the meeting will be circulated soon.

10. Facebook Presence

Sue Childs will follow up the offer of a Facebook presence with Steven Bell. She will look to see how other Neighbourhood Planning Groups and City Councils use Facebook. The idea is to obtain views about what is wrong with City and what needs to change. People will be encouraged to upload photos of the City to illustrate their views.

11. Consultation Update–School Children and Students

Pippa Bell has held very useful meetings to obtain the views of local school children. A report of the meeting will be circulated soon, and then placed on the Forum website. Pippa will hold a meeting with university students soon. Karen Elliott has offered to circulate a questionnaire to students. Sue Childs will send the Priority questionnaire to Karen.

12. Policy 32 and Article 4 Consultation Responses

John Ashby is co-ordinating these. Please send your responses to his circulated documents ASAP. Policy 32: We agreed to delete the paragraph: “However, such changes would not be resisted in the following circumstances: (d) Where an area already has such a high concentration of HMOs that the conversion of remaining C3 dwellings will not cause further detrimental harm; or (e) Where the remaining C3 dwellings would be unappealing and effectively unsuitable for family occupation.” Article 4: We agreed to extend the area covered by an Article 4, ideally to the whole built up area, but certainly much wider than the area given by the Council. Evidence to justify this will be gathered for the 11 November meeting where these policies will be discussed further with the Council.

We discussed a map showing, for each postcode area, the percentage of properties not paying council tax (i.e. student exemptions).

13. Article 4.2 Consultation Response

Angela Tracy-Smith is co-ordinating this. Please send your responses ASAP to her email asking what other streets should be covered by an Article 4.2.

14. Air Quality Consultation Response

The deadline for this is later so this will be discussed at the next meeting. Karen Elliott and Matthew Phillips will take the lead on this.

15. Additional Licensing Scheme Consultation Response

We agreed not to make a response.

16. Voluntary Code on Letting Boards Consultation Response

Photos of these boards are required as evidence that the current voluntary agreement is not working.

17. Sustainable Transport Strategy Consultation Response

Karen Elliott and Matthew Phillips are leading on this.

18. Council's Cycling Audit

Karen Elliott and Matthew Phillips are leading on this.

19. Vision

We need a Vision, and matching objectives, for the Neighbourhood Plan. This will develop from the results of the Issues and Options survey. In the interim, David Miller's circulated document will act as a working vision.

20. Housing Topic

A housing Topic report, circulated by John Ashby, was tabled.

21. Engagement with Stakeholders

We need to engage regularly with all relevant stakeholders. Roger Cornwell will write a letter asking for developers to engage with us and get the Council to circulate this to their list of developers. Roger will ask developers to contact us to be placed on to the Forum mailing list. The PHP software allows for sub-sets of the mailing list to carry out targeted mailings.

A list of statutory stakeholders is included below. At the next meeting we will discuss which local representatives of relevant stakeholders we need to contact.

22. Any Other business

None.

23. Date of Next Meeting

30 October, 11.00, Antioch House. John Ashby will arrange the room booking.

Stakeholders to Consult

Suggestions of Groups / Individuals to Include

- local elected councillors and political parties
- local residents
- local shopkeepers, businesses, major employers and business organisations, including chambers of trade or commerce
- community groups such as residents' associations, local civic or amenity societies, local history groups or sports clubs
- landowners of key sites or organisations with significant property holdings and developers with site options
- local trusts and project groups, such as community development trusts, land trusts or building preservation trusts
- educational establishments such as schools, colleges and universities
- local institutions (e.g. arts centres, performance venues, architecture or built environment centres)
- health and social care organisations
- hard to reach groups including young and elderly, single parents, lesbian and gay, ethnic groups, disabled groups, low income, disadvantaged groups. These may be represented by not-for-profit organisations representing minority groups (e.g. elderly, disabled, young people, low-income, lesbian and gay groups, faith groups and ethnic groups)
- community facilitators or activists

Consultation Bodies, as itemised in the legislation

(not all will be relevant to the NPF area)

- (a) where the local planning authority is a London borough council, the Mayor of London;
- (b) a local planning authority, county council or parish council any part of whose area is in or adjoins the area of the local planning authority;
- (c) the Coal Authority;
- (d) the Homes and Communities Agency;
- (e) Natural England;
- (f) the Environment Agency;
- (g) the Historic Buildings and Monuments Commission for England (known as English Heritage);
- (h) Network Rail Infrastructure Limited (company number 2904587);
- (i) the Highways Agency;

- (j) the Marine Management Organisation;
 - (k) any person—
 - (i) to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003; and
 - (ii) who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority;
 - (l) where it exercises functions in any part of the neighbourhood area—
 - (i) a Primary Care Trust established under section 18 of the National Health Service Act 2006 or continued in existence by virtue of that section;
 - (ii) a person to whom a licence has been granted under section 6(1)(b) and (c) of the Electricity Act 1989;
 - (iii) a person to whom a licence has been granted under section 7(2) of the Gas Act 1986;
 - (iv) a sewerage undertaker; and
 - (v) a water undertaker;
 - (m) voluntary bodies some or all of whose activities benefit all or any part of the neighbourhood area;
 - (n) bodies which represent the interests of different racial, ethnic or national groups in the neighbourhood area;
 - (o) bodies which represent the interests of different religious groups in the neighbourhood area;
 - (p) bodies which represent the interests of persons carrying on business in the neighbourhood area; and
 - (q) bodies which represent the interests of disabled persons in the neighbourhood area.
- [and]
- (iii) any person who, on the date 21 days before the order proposal is submitted under regulation 22, the qualifying body considers to be—
 - (aa) an owner of any of the land which is proposed to be developed under the order proposal; and
 - (bb) a tenant of any of that land

Note:

Information source: Neighbourhood Planning Guidance

<http://planningguidance.planningportal.gov.uk/blog/guidance/neighbourhood-planning/>