

**Durham City Neighbourhood Planning Forum  
Working Group Meeting, 2 February 2016, Redhills**

**Present:** John Ashby, Pippa Bell, Sue Childs, Roger Cornwell (Chair), Adam Deathe, Jonathan Lovell, John Lowe (Note Taker), Kirsty Thomas, Angela Tracy-Smith, Ros Ward.

**Apologies:** Karen Elliott, David Miller, Matthew Phillips.

**Notes of 12 January 2016:** These were approved and **Sue** will post them on the website.

- 1. Funding Housing Research:** There is a proposal from Durham University that we might seek funding for in the next financial year. We need to await the outcome of discussions with Durham County Council.
- 2. Recording Evidence:** Sue presented a proposed format that was generally accepted. **Sue** was asked to seek advice from Matthew about file storage. (Post-meeting note: Sue circulated the final version to working group members via email 3 Feb 2016.)
- 3. Statutory Consultations:** Ros presented a paper to ensure we engage with all statutory consultees before the 6 week statutory consultation period. **All theme group convenors** to inform Ros of any contacts that have already been made and to share information about contacts beyond their direct brief. **Ros** will then contact them as appropriate. **Angela** will share a document she has prepared explaining the NPF to contacts. (Post-meeting note: Angela circulated this via email on 3 Feb 2016). **Ros** will contact Gavin Scott for advice about DCC departments to contact, including the person responsible for school place planning.
- 4. Scope of Each Theme Group's Brief:** **All theme group convenors** to draft a brief statement about their scope, checking with the website, and prepare this for the next meeting.
- 5. Next Stage of Consultation:** The question was whether to hold a further public consultation meeting or issue a press release. It was agreed that **Pippa** would produce a press release to inform people of progress, referring them to our website and inviting comments. We also need to publicise the process for applying for Forum membership and the forthcoming AGM.
- 6. Dealing with Comments that Complain:** It was agreed that it is beyond our remit to deal with complaints about local issues (e.g. parking infringements) but that we can point people to the appropriate authorities. John A. responds to Facebook comments and Roger and Sue respond to comments on the website.
- 7. 2016 AGM** It was agreed to hold this on Friday 18 March at 6.00 pm in the Committee Room at Redhills. It must include the election of officers.
- 8. Vision:** In response to comments from Brian LeFevre on the website, it was agreed that the vision should be time referenced to coincide with the County Plan once that is known. In addition, appropriate milestones should be identified for the various policies. It was also agreed that there is an urgent need to persuade Durham University to engage with the NPF. **Roger** will contact Roberta to see the Vice Chancellor. (Post-meeting note: see the exchange of emails between Roger and Roberta on 2 Feb 2016). **John L.** was asked to reply to Mr LeFevre.

9. **2016-17 Funding: Sue** would keep this under review.
10. **Examination Library:** Concern was expressed that this was no longer available on the DCC website. **John L.** will write to the Spatial Policy Team about this.
11. **Transition Durham: John L.** was asked to write to them to ask them to become involved with the NPF.
12. **Collaboration between the NPF and DCC:** Angela noted that the Planning Practice Guidance required local authorities to collaborate with NPFs in the development of neighbourhood plans. **Ros** will liaise with Gavin Scott about this. (Post-meeting note: New guidance was published on 11 February about neighbourhood planning and we shall need to consider this at our next meeting). See:  
<http://planningguidance.communities.gov.uk/blog/guidance/neighbourhood-planning/>

#### **NEXT MEETING:**

Tuesday 1 March in the upstairs room at Redhills at 10.00 am. The agenda will include:

- Matters arising
- Scope of theme groups (see item 4 above)
- Arrangements for the AGM, including the election of officers (item 7 above)
- New planning guidance (item 12 above)