

**Durham City Neighbourhood Planning Forum
Working Group Meeting, 10 October 2017, Miners' Hall**

1. Welcome and apologies

Present: John Ashby, Pippa Bell, Sue Childs, Roger Cornwell (Chair), Ann Evans, Peter Jackson, Jonathan Lovell, John Lowe, David Miller, Matthew Phillips, Ros Ward.

2. Notes of 3 October

John L apologised for not distributing the notes he had written.

3. Durham University Response to the Draft Plan

Because this has been received so late in the process it is difficult to incorporate changes. We will have to consider their comments as part of the consultation. It is interesting to see that their comment about Observatory Hill as a green space is the opposite of the Council's comment.

We discussed how to deal with responses to the consultation and **agreed** that it would be a matter of judgement for the Forum. The responses to the consultation will be on the website and we have to provide written justification for any changes we make to the plan as a result of the consultation. There will then be a further period of consultation arranged by the Council. All these measures should ensure that people have an opportunity to comment on any changes.

It was **agreed** that we should incorporate their student numbers in the text of the plan and that they would also affect the Scoping Report. **John A** will make the amendments.

John L will draft a letter to respond to the university's comments.

4. Response to Carole Dillon's Comments

It was noted that Carole had now submitted comments on the Heritage theme. **John A** and **Ann** will discuss these after the meeting.

We have found the comments helpful and amended some policy texts accordingly. We wish to work with the appropriate Council officers during the consultation period to try to resolve any issues. In some instances we shall be seeking more specific suggestions about rewording the text.

John L will draft a letter to respond to the council's comments.

5. Printing Procedures

The following were **agreed**:

- 10,000 leaflets will be printed
- 8 bound copies and 3 unbound copies of the plan will be printed. **Sue** will discuss practicalities with Azure Printing
- **Pippa** will source the posters; we need A4 rather than A2
- **Matthew** will print questionnaires
- **Pippa** will produce a press release about the Forum meeting on 3 November and the start of

the public consultation; there is money in the budget for a press advert during the consultation if we need to elicit more responses

6. Leaflets

It was **agreed** to make a number of changes. Roger has since the meeting distributed a revised version incorporating the changes.

7. Final practical arrangements for the public consultation

- **Ustinov College event:** It has not proved possible to arrange a public drop-in event at the new site. The college principal has suggested a “Cafe Politique” event at the old site specifically for postgraduate students. **John L** will investigate this.
- **Name tags:** Roger and John L have provided these. They will be kept in a box with the display boards.
- **Comment Boxes:** Boxes will be needed in which people can post their comments.
- **Rota:** John A reminded **all** to complete their availability for the events.
- **Forum Meeting:** **Sue** will send Forum members a link to the draft plan before the meeting on 3 November.

8. Date of next meeting

Tuesday 24 October, 9.00 – 12.00, at the Miners' Hall.