

**Durham City Neighbourhood Planning Forum  
Working Group Meeting, 24 October 2017, Miners' Hall**

**1. Welcome and apologies**

**Present:** Sue Childs (Chair), Ann Evans, Peter Jackson, John Lowe, Matthew Phillips, Ros Ward.

**Apologies:** John Ashby, Pippa Bell, Roger Cornwell, David Miller.

**2. Notes of 3 and 10 October**

Both sets of notes were agreed and **Sue** will post them on the website.

**3. Practical Issues to prepare for the Public Consultation**

- **Display boards:** It was reported that **Pippa** has arranged to collect these from County Hall ready for the Forum meeting. **John L** and **John A** offered to assist her and also to be responsible for transporting them to and from the event venues. **John A** will seek to arrange storage at Redhills.
- **Leaflets:** It appears that 2000 are missing. **Sue** will check this and order more if necessary. (Post-meeting note: Sue has reported that the leaflets were all delivered but we might still need more. Sue will arrange this if necessary.) We need to have enough for the AAP event.

**Matthew** and **Sue** will contact Liz Brown about helping with distribution in the NX area. It is important that they are delivered before 4 November as the St John's event is on 6 November.

**Ros** raised questions about coverage north of the railway at NX and she will check with John A.

- **A4 Posters:** John L gave copies to those who requested them and more are readily available from him. **Sue** will email the poster to Forum members to display. Colleagues are asked to email John L listing the locations where the posters are displayed so we have a record of our publicity efforts. **John L** will take photos of some sites as evidence.
- **Other posters:** John L has collected the other posters and a large map of the area. **Matthew** will prepare maps and a document about pedestrian issues to discuss at our next meeting.
- **Events:** several items were decided:
  1. Signs for the event venues will be discussed with **Roger** at our next meeting.
  2. **Sue** will obtain all the stationery items.
  3. **Matthew** will obtain boxes for completed questionnaires and comments.
  4. All these materials will be kept with the display boards for transporting to and from venues.
  5. **John A** will finalise the rota (with Matthew not required to take leave!).
  6. The rota needs to identify a "spare" person in case of emergencies and we **all** need to share our phone numbers.
  7. Simple refreshments will be provided at St Oswald's (**Ann**) and St John's (**Pippa**). **Sue** will obtain tea and coffee. Wharton Park and St Nick's have cafes.
  8. **John L** will ensure that Forum membership application forms and a sheet for those wishing to be on our mailing list will be provided at each venue.

- **Plan Documents:** Sue reported that these are currently being printed. **Matthew** will arrange for the spiral binding the separate theme copies. These will be transported to and from venues with the display boards and other materials.

**Ros** will make arrangements for full copies to be placed at County Hall, Town Hall and Library, together with ensuring that reception staff know about them and that questionnaires and materials for comments are available. **John L** will call twice weekly to collect these from County Hall and **Sue** will do likewise from the Town Hall and Library.

- **Questionnaires:** **Sue** will finalise the questionnaires and **Matthew** will print 200 black and white. **Sue** will ensure that the electronic version goes live on 4 November. It was **agreed** that the comments box must be turned on on all the webpages in the interests of transparency. **Sue** and **Ros** will moderate the responses.
- **Website:** **Sue** will put the PDF version of the draft plan on the website as soon as possible on 4 November while the web pages will be made available later that day. We should **all** still report any errors to Sue after it has gone live so she can correct them.
- **Emails to Stakeholders:** **Ros** is dealing with these. She will ask DCC for help with lists of developers, business people, transport bodies, groups involved in the riverbanks project and any others they can suggest. She will ask **Adam** to contact BID members. She will discuss housing sites with John A. It is important that the message includes reference to the SA/SEA, the Scoping Report and any other associated documents as well as the draft plan.

Sue noted that we have the money for an advert in the *Northern Echo* and the *Durham Times* to alert interested landowners about the draft plan.

- **Finance:** Sue asked **all** to submit any receipts as soon as possible.
- **Forum Meeting on 3 November:** the following were agreed:
  1. We **agreed** the text of the motion to be presented to the Forum. **John L** will include this with the agenda that will be sent out this week.
  2. **Sue** will send a message to the wider mailing list this week notifying them of the meeting.
  3. **Sue** will send the Forum membership list to **John L** so that he can prepare an attendance sheet for the meeting. It is the secretary's responsibility to maintain an up-to-date membership list and he will do this from now on.
  4. **John L** will prepare copies of the agenda, including the motion, for distribution at the meeting.
  5. **John L** will prepare spare copies of the leaflet and questionnaire for distribution at the meeting.
  6. **Sue** will bring copies of the draft plan to the meeting.
- **Sustainability Report:** Ros noted that the draft needs to be ready to publish on the web on 4 November, along with the updated Scoping Report. She will do the Non-technical Summary once the report is finalised. This will be discussed at our next meeting.

#### 4. Date of next meetings

Tuesdays 31 October and 7 November, 9.00 – 11.00, at the Miners' Hall.