

**Durham City Neighbourhood Planning Forum Working Group
11 September 2018, Miners' Hall**

1. Welcome and apologies

Present: John Ashby, Pippa Bell, Sue Childs, Roger Cornwell (Chair), John Lowe, John Pacey, Matthew Phillips.

Apologies: Ann Evans, Peter Jackson, David Miller, Angela Tracy.

2. Notes of 4 September 2018

(a) Accuracy: The notes were agreed and **Sue** will post them on the website.

(b) Matters arising:

Item 2b: John L reported that he had spoken to the Interim Parish Council Clerk about the participation of Sue and Angela in the “away day” to outline the “Whole City” approach to development. He said they would not be invited as the only purpose of the event was for the councillors to decide their priorities. **Roger** will submit the revised list of projects for consideration at the event.

Item 5a: John L reported that he had written to Carole Dillon about responding to the theme policies and inviting her to our meeting on 25 September.

Item 5b: John A reported that he had contacted CPRE about compiling a list of volunteers to deal with the County Plan evidence papers and Gillan Gibson would co-ordinate this task.

3. Progress with re-writing of Themes

- **Theme 1:** **John L** will put the finishing touches to this and send it to **John A** for sending to AECOM.
- **Theme 2a:** **Roger** will check whether Ann needs any further technical support. **Sue** volunteered to support her now that Ros has resigned. There is no news of the expected email from Bryan Harris.
- **Theme 2b:** Sue reported that we are awaiting Carole Dillon’s response.
- **Theme 3:** This has now been finalised and John A has sent the final version to Carole. **Pippa** will ask Carole for the shape files map of the town centre shop frontages. It was **agreed** that **John L** would draft an additional point about masterplans for policy S1. **Roger** will distribute the link to DU’s Masterplan.
- **Theme 4:** John A reported that we are awaiting Carole Dillon’s response. Roger reported that the updated household projections statistics are expected on 20 September. **John A** will revise the appendix in the light of these new figures.
- **Theme 5:** Matthew had completed the re-write and a number of further amendments were **agreed** following discussion:
 - Objective 1 would be reworded to start with “To ensure that Our Neighbourhood is well served....”
 - The summary of DCC’s *Sustainable Transport Delivery Plan* should simply reflect that document and not include any criticisms.
 - Paragraph 4.175 should add a reference to the bus station project and that project should include more of what people said during the consultation on the draft plan.
 - Paragraph 4.191 should add a reference to separating cyclists and pedestrians and also to drop kerbs.
 - Paragraphs 4.193 and 4.195 should be retained at appropriate points in the

Justification section.

- The introductory wording for T2.4 needs strengthening.
- T3.3 should refer to general best current practice rather than to a particular document. That can be cited and summarised in the supporting text.
- The two cycling and walking network maps should be referred to as context rather than evidence.

Matthew will amend the document in the light of the above and send it to Carole Dillon.

Theme 6: Sue had worked with Roger to complete the remaining policies and a number of further amendments were **agreed** following discussion:

- C2: Use a parallel introduction to C1 and talk about “supporting” rather than “permitting” developments. Delete the reference to the Green Belt and add references to disabled parking and off-loading. Sub-sections 6-8 are covered by S1.
- C3: We need to explain the notion of “financially viable” in the supporting text.
- C4: Delete the references to the Green Belt, area character and highway safety. Add a reference to “identified need” and to parking facilities. Clarify the notion of “level” access.

Sue will amend the document in the light of the above and send it to Carole Dillon.

4. Re-write of Chapter 5, Chapter 6 and Appendix A

John A explained that we would now divide the plan into Parts A and B. Part A would consist of Chapters 1-5 and be the statutory plan. Part B would be Chapters 6-7 and be an addendum gathering together valuable ideas that had emerged during the planning process and should be taken forward by other means.

Chapter 5 will deal with Monitoring the plan. **All theme convenors** should check this chapter and send any comments to **John A** as soon as possible so he can forward it to Carole Dillon.

Chapter 6 deals with the vision of community engagement that we have developed.

Chapter 7 takes the place of Appendix A and lists the revised projects. **All theme convenors** should check this chapter and send any comments to John A as soon as possible.

John A will check Chapters 1-3 for consistency with this new approach.

Sue will deal with paragraph and policy numbering once all the changes have been made.

5. Standing item: Timetables for Neighbourhood Plan and County Local Plan

There was no business under this heading.

6. Implications of the departure of Ros Ward

Members of the working group expressed their thanks for Ros’ valuable contributions as Project Manager. We would continue to work to the schedule she had drawn up. The key document that she had been going to prepare was the *Statement of Community Engagement*. It was **agreed** that **all theme convenors** would be responsible for documenting community engagement activities that they had conducted. **John A** will distribute a link to DCC’s template for this. It was agreed that

John L would assume responsibility for contacting the various organisations that Ros had dealt with.

7. Any other business

John P asked that the plan should include a map of the Air Quality Management Area and the key receptors. **Matthew** will investigate this.

8. Date of Next Meeting

Tuesday 18 September, after the 9.00 am Forum meeting at the **Miners' Hall**.