

**Durham City Neighbourhood Planning Forum
25 September 2018, Miners' Hall**

1. Welcome and apologies

Present: John Ashby, Pippa Bell, Sue Childs, Roger Cornwell (Chair), Ann Evans, John Lowe, David Miller, John Pacey, Matthew Phillips, Angela Tracy.

In attendance: Carole Dillon (DCC)

Apologies: Peter Jackson.

The meeting was quorate.

2. Notes of Forum meeting held on 18 September 2018

The notes of 18 September were agreed and **Sue** will post them on the website.

3. Forum members to confirm or otherwise decisions of the Working Group as recorded in the notes of its meeting on 18 September 2018

The decisions were confirmed.

4. Notes of working group meeting on 18 September 2018

- (a) The notes were agreed and **Sue** will post them on the website.
- (b) Matter arising:

Item 3: Theme 1: It was **agreed** that **John L** and **David** would develop a policy about master plans.

Item 4: **David** is revising the former chapters 5, 6 and 7. **All** were asked to send any points about Chapter 5 (Monitoring) to David by Thursday and any points about the rest as soon as possible.

Item 5: **Roger** will draft a letter asking the Parish Council to take over responsibility for the Plan.

Item 7: DURF and the Parish Council are expected to finalise the terms of reference for DU's Community Engagement Task Force on 27 September. Membership of the thematic sub-groups, such as the one on culture, will be open to interested individuals.

5. Timetables for Neighbourhood Plan and County Plan

The revised timetable that was circulated with the agenda was **agreed**. In addition, it was **agreed** to add a final meeting of the full Forum before handing over responsibility to the Parish Council. This would need to be as early as possible in November.

6. Issues about Plan Policies before dispatch to AECOM

John A thanked Carole for her comments on Themes 1 and 4. **Carole** will contact colleagues to ensure we receive feedback on the other themes.

Carole noted that it is not essential to include a chapter on monitoring, though it is desirable to say something about monitoring in a planning document.

It was **agreed** that **David** would revise this accordingly and move it to Part B. It should be proportionate and in effect be a set of suggestions to the Parish council.

Discussion then moved on to consider some general issues raised by Carole's email in response to Theme 4:

- It was difficult to see how to resolve the possibility of overlap / discrepancy with the future County Plan. There were some matters on which we would have to agree to disagree and submit to the examination process.
- We should try to future proof any references to the emerging County Plan, but we have in fact referred to documents that have been produced by DCC as part of their development of the County Plan and they bear a specific date.
- We should try to be more concise in our Justification sections.
- Where possible we should strengthen policy wording; we welcome advice from DCC about this. In particular, we should try to be more specific about design requirements and we are awaiting guidance from Bryan Harris on this precise point.
- Our design principles are contained in Policy S1 and these apply across all themes.
- John A and Sue will be discussing the student accommodation policy with Carole on Friday.
- We understand that the Plan might have to change as a result of the Sustainability Appraisal and we will reflect this in the Justification sections as necessary.
- There will be places where we should refer to the "Plan" rather than to the "Forum" as this will be replaced by the Parish Council.

Carole raised an issue about a possible discrepancy between the designation of the NP area and the local parish boundaries. It might be a matter that needs resolving between the Parish and County Councils. **Carole** will investigate this and send John L a link to the relevant documents.

7. Statement of Community Involvement

John L had provided a link to the Great Aycliffe Consultation Statement and Pippa had circulated a document providing official guidance about developing the Statement. **Carole** will check whether we need to provide paper copies of web-based documents. She informed us that Sedgfield and Witton Gilbert had recently submitted their plans. Essentially the Statement has to tell the story of our consultation activity and highlight the key changes it has brought about.

It was **agreed** that **John L** would co-ordinate the writing of the Statement.

8. 2016-based Housing Projections

Roger noted that these indicate a need to provide for a significant increase in the older population. Carole informed us that that DCC has not yet decided on the implications for the County Plan. We need to concentrate on the implications for the Neighbourhood Plan.

9. Any other business

- **John A** will contact Locality about the work being done by AECOM.
- Roger noted that the NPF is officially classed as a statutory consultee for planning

applications. **Roger** will write to Stuart Timmiss about this.

5. Date of next Forum meeting

The next meeting will be on Tuesday 2 October at 9.00 am at the Miners' Hall. This will be followed by a meeting of the working group.