

**Durham City Neighbourhood Planning Forum Working Group
16 October 2018, Miners' Hall**

1. Welcome and apologies

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

Apologies: Pippa Bell.

2. Notes of working group meeting on 9 October 2018

- a) **Accuracy:** The notes were agreed as a true record and **Sue** will post them on the website.
- b) **Matters arising:**

Item 4: John A asked that **all** should review the projects to ensure that their intentions are clear. Angela noted that Project 1 more properly belonged in Chapter 5 as it concerned monitoring the plan. It was re-affirmed that Part B was not part of the statutory plan and it was **agreed** to make this absolutely clear by no longer referring to it as “Part B” and publishing it as a separate document whose purpose was to avoid the loss of all the imaginative ideas that had emerged during the plan’s development, particularly through consultation exercises.

Item 10: It was **agreed** that we did not need to produce a Delivery Plan.

Item 11: John L reported that Angela had joined the DU Community Engagement Task Force (CETF) sub-group dealing with Culture and that he had joined the sub-group dealing with the Lived Environment and would try to ensure that it encompassed Green issues including transport.

3. Progress with re-writing Part B

This item had been dealt with under “Matters Arising” (See Item 4 in 2b above).

4. Handover to Parish Council: update

This item had been dealt with during the preceding Forum meeting.

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

It was **agreed** that realistically the date for the Parish Council’s approval of the plan had to be put back to mid-December. The reference to the Forum’s involvement at that stage needs to be removed. **John L** will update and circulate the timetable (attached to these notes).

6. Consultation Statement

John L presented a revised version of the draft of the list of contents. Roger has produced a draft of the Background section (Point 2). **John L** and **John P** will draft the Introduction (Point 1) and align these two sections.

All theme convenors are asked to use the Tattenhall table model to draft the summary (Point 7) of the issues and concerns raised during all the different stages of the plan’s development and how we have responded to them. They should also draw up the lists of consultees for their theme. **Sue** will

draw up the list of documents to be included in Point 8d, the consultation details.

7. Basic Conditions Statement

John L introduced this additional item as he was concerned we were not making sufficient progress in writing this crucial statement. We need to consider and respond to the points made in Appendix A of DCC's letter of 18 December 2017.

Conformity with the NPPF is addressed in the Justification sections of each theme. These sections also cover conformity with the saved policies of the City of Durham local plan. We need to explore this further, but its policy about the green belt is probably the only one that can be considered strategic. AECOM'S Sustainability Appraisal should show that our plan contributes to sustainable development and we have specific policies to address this. **John L** and **John P** will clarify what is needed to prepare this statement.

It was **agreed** that this Statement and the Consultation Statement should be standing items on our agenda.

8. Any other business

Peter shared information about a Culture Durham event on Thursday 22 November. **Peter** will email this to colleagues.

9. Date of Next Meeting

The next meeting will be on Tuesday 23 October following the 9.00 am Forum meeting at the Miners' Hall.

Timetable for future stages of the Neighbourhood Plan and the County Local Plan

(Timetable revised following WG meeting on 16 October 2018)

Date	County Durham Plan	Durham City Neighbourhood Plan
September 2018	Begin analysis of responses to Preferred Options.	All themes to be amended. This includes editing the text to ensure consistencies across all themes and amended maps where these have been called for.
October 2018	Re-drafting County Local Plan policies in the light of consultation responses.	All themes to be amended by mid-October. AECOM carry out SA. Briefing on the Plan for the Parish Council. Forum to develop <i>Statement of Community Involvement</i> .
November 2018	Re-drafting of County Local Plan continues.	AECOM complete SA by mid-November. It will be necessary to hold conversations with Historic England and DCC officers before consultation, then a full set of documents to be sent to Historic England, Natural England, Environment Agency for 4 week consultation (instead of full 6 weeks).
December 2018	Re-drafting of County Local Plan finalised.	Parish Council gives approval to Submission Neighbourhood Plan (<i>map identifying the area of the Plan, consultation statement, plan proposal, and statement on how the plan fulfils the basic conditions</i>) with publicity, hopefully with no major changes triggering a Regulation 14 full consultation. Parish Council formally submits the Plan to the County Council. DCC formally considers soundness of the Plan and arranges 6 week Regulation 16 consultation. Regulation 16 consultation starts
January 2019	Pre-Submission Draft County Local Plan published for consultation	Regulation 16 consultation finishes. NPF reaches end of 5-year term.
February 2019	Consultation on Pre-Submission Draft County Local Plan continues.	County Council analyses the responses to the Regulation 16 consultation.
March 2019	Analysis.	County Council arranges an Examination of the Neighbourhood Plan
April 2019	Re-drafting.	Examination
May 2019	Re-drafting.	Publication of Examiner's report with recommendation to proceed to referendum, or not.
June 2019	Submission County Local Plan approved by full Council and submitted to the Secretary of State.	Referendum within 5 weeks of the Examiner's report, and following 28 days for publicity of date of referendum.
August/September 2019		The Neighbourhood Plan comes into force as part of the development plan for the area.
Winter 2019/2020	Examination in Public	
Summer 2020	Adopted County Durham Local Plan	