

**Durham City Neighbourhood Plan Working Party  
30 October 2018, Miners' Hall**

**1. Welcome and apologies**

**Present:** John Ashby, Pippa Bell, Sue Childs, Roger Cornwell (Chair), Ann Evans, Peter Jackson, John Lowe, John Pacey, Matthew Phillips.

**Apologies:** David Miller, Angela Tracy.

**2. Notes of Forum meeting on 23 October 2018**

- a) **Accuracy:** The notes were agreed as a true record and **Sue** will post them on the website.
- b) **Matters arising:** None

**3. Notes of working group meeting on 23 October 2018**

- a) **Accuracy:** The notes were agreed as a true record and **Sue** will post them on the website.
- b) **Matters arising:** Sue reported that the red/green version of the plan will be frozen at the point when the plan was sent to AECOM because the purpose of the colour coding is to demonstrate our responsiveness to the public consultation. **All** are asked to check the plan for accuracy, consistency and any issues and report them to Sue.

**4. To note the following resolution passed by the Parish Council at its meeting on 25 October 2018:**

“The City of Durham Parish Council recognises that on 1st April 2018, the date it was created, it automatically acquired all the responsibilities of a qualifying body as set out in the Neighbourhood Planning Act 2017. Until that date the Durham City Neighbourhood Planning Forum had been the approved qualifying body. The Forum’s Working Party, which includes two Parish Councillors and is chaired by the Chair of the Parish Planning Committee, has continued with the preparation of the Durham City Neighbourhood Plan and is about to complete a Draft Pre-Submission Plan.

The Parish Council hereby **RESOLVES** to (a) ratify the work undertaken to date by the Forum, and (b) appoint a Working Party to finalise the Draft Pre-Submission Plan for the Parish Council to undertake consultations and submit it to Durham County Council for Regulation 16 consultations, Examination, the holding of a Referendum, and final Adoption.”

The effect of the resolution which was passed unanimously is that the PC is now responsible for furthering the development of the Neighbourhood Plan and it has ratified the work done to date by the Forum. It has also resolved to appoint a Working Party to finalise the plan rather than simply ask the existing working group to continue. This is to ensure that it comes fully within the compass of the PC’s oversight.

In the light of these changes, DCC’s legal officers are advising that the PC should conduct a new Regulation 14 consultation on the plan as submitted to AECOM. This is suggested as a cautionary measure to avoid any legal challenge to the validity of the plan. **Roger, John A** and **John L** are to meet DCC officers on 2 November to discuss this issue. It was noted that the PC’s ratification of the Forum’s work to date includes our Regulation 14 consultation, and that the evidence from it is available for the PC to judge whether our redrafted plan responds appropriately.

## 5. Parish Council Working Party

Roger noted that since the Forum no longer exists there is an issue about protection of the personal data collected by the Forum. **Roger** will consider how best to deal with this in conjunction with the PC. **John L** will send these notes to all Forum members and invite them to express any interest in remaining in touch with the final stages of the plan's development and beyond to its implementation.

As far as the Working Party itself is concerned, it was **agreed** to recommend to the PC that it should be called the Durham City Neighbourhood Plan Working Party (WP); that it should be chaired by a Councillor; that it should send notes of all its meetings to the Clerk of the PC and post them on its website (see below). Its task would be as stated in the above resolution of the PC, namely to finalise the Draft Pre-Submission Plan for the Parish Council to undertake consultations and submit it to Durham County Council for Regulation 16 consultations, Examination, the holding of a Referendum, and final Adoption. It might also assist the PC when the time comes to review the Neighbourhood Plan once the Durham County Plan is adopted.

It was also **agreed** to recommend to the PC that the working party should comprise those members of the current working group who wished to be nominated and any Councillors who wished to become involved in its work. **John L** will write to the Interim Clerk and newly appointed Clerk of the PC and ask that these recommendations be considered at its meeting on 22 November.

Sue noted that our website needs to continue as it is the repository of our working documents and evidence of consultations. It could also continue to be used to post notes of the WP's meetings.

## 6. Timetables for Neighbourhood Plan and County Local Plan

It was **agreed** to remove the October items and it was recognised that the AECOM report would not be ready before the end of November. In December we need at least a week to consider any implications of the report and also share it informally with Historic England. The possibility of a further Regulation 14 consultation would have serious implications for the rest of the timetable and these can best be considered after further discussions with DCC officers on 2 November. **John L** will update and circulate the revised timetable in time for next week's meeting.

## 7. Consultation Statement

**John L** had circulated a further draft of the initial sections of the Statement. This was discussed and all were asked to contribute suggestions for the various sections of the document. Sue had contributed valuable lists of references. It was **agreed** that **John L** would incorporate these in a revised version of the Statement in time for next week's meeting.

## 8. Basic Conditions Statement

This is at a similar stage of development. **John L** had circulated an adapted version of the Great Aycliffe statement to give the structure of our statement. It is likely that the only strategic policy in

the Durham City Local Plan concerns the Green Belt and our plan is fully in conformity with that. The only area of real uncertainty concerns the condition about EU regulations. **Ann** will check these. **All** are asked to contribute further suggestions. **John L** will produce a revised version of the Statement in time for next week's meeting.

#### **9. Proposed Office Development at Milburngate House**

It was **agreed** that in view of the demise of the Forum it was no longer appropriate for this working group to comment on planning applications.

#### **10. Any other business**

- **John A** will revise the *Screening Report* and *Scoping Report* for the PC with an addendum about Historic England's requirement to conduct a Strategic Environmental Assessment. This will then give the correct historical sequence.
- **Sue** will send Roger information about the cost of the Regulation 14 consultation.
- Peter asked whether the green areas alongside Clay Lane could be included as Local Green Spaces. Sue replied that she could make a note about such spaces in general in the section on footpaths.

#### **11. Date of Next Meeting**

The next meeting will be on Tuesday 6 November at 9.00 am at the Miners' Hall.

It was **agreed** that the "Part B" document currently being revised by David and Angela would be on the agenda for discussion.