

Durham City Neighbourhood Plan Working Party 16 April 2019, Miners' Hall

1. Welcome and apologies

Present: John Ashby, Roger Cornwell, (Chair), Ann Evans, Peter Jackson, John Lowe, John Pacey, Matthew Phillips.

Apologies: Pippa Bell, Sue Childs, David Miller, Angela Tracy.

2. Notes of working party meeting on 9 April 2019

- a) **Accuracy:** The notes were agreed and **Sue** will post them on the website.
- b) **Matters arising:**
 - John L reported that Sue has sent the pre-submission draft of the Plan to the Parish Clerk for distribution and to Lucy Smout for proof reading. She has also started to load it to the website.
 - Sue had also noted that the PC's bank account was now in place and she could transfer the balance of the Forum's funds to it and close that account. She has arranged to meet the Parish Clerk to discuss financial arrangements for the consultation.
 - John L confirmed that David and Angela intended to present *Looking Forwards* at our meeting on 30 April with a view to then presenting it to the Parish Council on 23 May.

3. AECOM's Final Report

It was noted that this had been received and that we did not need to make any further amendments to the Plan.

4. Any Feedback from Carole Dillon on the Draft Plan

John L reported that he had sent an extract from the notes of last week's meeting so that Carole could see what actions she had committed to taking. Unfortunately there appeared to be a problem with DCC's email system and the message had not been delivered. **John L** will try again.

5. Report from the Parish Council

Roger reported that the PC is seeking further legal advice about seeking a judicial review of DCC's decision to locate its new HQ on the Sands car park.

Parish councillors now have official email addresses and the Clerk has an office upstairs in the Clayport Library. **Roger** will send Sue the office address to include in the questionnaires.

6. Preparations for the Discussion of the Plan at the Parish Council

Roger emphasised that what we are seeking from the PC are minor amendments or corrections to the text rather than substantial policy changes or additions. The latter can come from individual councillors during the Regulation 14 Consultation. What the PC is being asked to do at this stage is approve the draft plan as suitable for submitting to consultation. **Roger** will draft guidance notes for the Clerk to distribute with the plan. These will be based on an email he had sent to the working

party on 13 April. Peter asked that he should not include the phrase “fully evidenced” and this was **agreed**.

7. Timetables for Neighbourhood Plan and County Plan

John L will update the timetable in the light of decisions we made last week.

6. Basic Conditions Statement

John L had circulated the final draft version with clear instructions to **Theme Convenors** about filling in some of the gaps.

7. Plans for the Regulation 14 Consultation

The following was **agreed**: In Pippa’s absence, **John L** would arrange the booking at St John’s (already initiated by Pippa) and **John A** would arrange those at St Nick’s and St Giles’. **John L** would cancel the booking at St Oswald’s Institute.

8. Tasks spreadsheet

Ongoing. **Roger** reported that he is making progress with the proposals maps.

9. Any other business:

John A asked for clarification about the applicability of the Article 4 Direction to sash windows in Claypath. (Post-meeting note: Roger has circulated the relevant DCC documents.)

John P asked when the AECOM report could be made available to others. It was **agreed** that **Sue** should post it on the website as soon as practicable.

10. Date of Next Meeting

The next meeting will be on Tuesday 30 April 2019 at 9.00 am at the Miners’ Hall.

THERE WILL BE NO MEETING ON TUESDAY 23 APRIL