

**Durham City Neighbourhood Plan Working Party
9 July 2019, Alington House**

1. Welcome and apologies

Present: John Ashby, Sue Childs, Roger Cornwell (Chair), Ann Evans, John Lowe, John Pacey,.

Apologies: Pippa Bell, Peter Jackson, David Miller, Matthew Phillips, Angela Tracy.

2. Notes of working party meeting on 25 June 2019

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

b) **Matters arising:**

- **Item 2b:** John P tabled a reply from Ian Thompson and his own response.
- **Item 4:** **Sue** will write up notes of the Observatory Hill site visit.
John A has still to retrieve boxes and questionnaires from Durham Town Hall and Clayport Library. **John L** has retrieved the box from County Hall; there were no completed questionnaires and the copy of the Plan was missing.

3. Report from the Parish Council

- Roger reported that he provides monthly reports about the NPWP to the full PC.
- The Parish Clerk had invited the officers of the NPWP to the meeting with DU on 4 July. Roger, John A, Sue and John L had taken up the invitation. John L had distributed notes of the meeting to the NPWP.

4. Matters arising from the Regulation 14 Consultation

- **John A** will obtain for Sue the original questionnaires that the Parish Clerk has been distributing to the officers of the NPWP as PDFs.
- **Sue** is working on the categorisation document; **theme convenors** will have to code the various comments and decide how to respond. **All** are encouraged to study the document and contact theme convenors with their views. All comments will be published in full on our website as well as placed in the appropriate section in the categorised document.
- Observatory Hill is likely to be the most difficult issue to resolve. It will be important to get right the descriptions of the characteristics of LGS to avoid misunderstandings. It will be important to keep an eye on DCC's designation of much of this area as one of High Landscape Value.
- Concern was expressed about the tenor of the email from Stuart Timmiss addressed to the Parish Councillors on 4 July. It was **agreed** that we should seek a face-to-face meeting with him to express our views. The attendees would be Roger and John A as Parish Councillors, the Parish Clerk, and John L as Secretary to the NPWP. **Roger** and **John A** would ask the Clerk to write a holding letter to ST asking for the meeting. Then we would draft a full response to be considered by the PC's Planning Committee and then the full PC. **We would meet specially on Tuesday 23 July to prepare this.**

5. Tasks and Timetable to Complete the Neighbourhood Plan

John L had prepared a detailed list and schedule of tasks with the aim of obtaining final approval from the PC on 26 September as agreed at our previous meeting. It was now **agreed** that this was too tight and it should be 24 October. This would allow more time for the various stages of consideration required by the PC's Planning Committee as well as the full PC. A revised schedule is at the end of these notes.

6. Any other business

None

7. Date of Next Meeting

The next meeting will be on **Tuesday 23 July** 2019 at 9.00 am at the Miners' Hall. This meeting is specifically to consider the email from Stuart Timmiss (see Item 4 above).

The next scheduled meeting after that will be **Tuesday 27 August** (See schedule below).

Tasks for the Summer 2019

	Task to be done	Lead person	Deadline
1	Categorisation of responses	Sue	End July
2	Revision of policies and text and distribute to NPWP	Theme convenors	20 August
3	Initial decisions about final <i>Plan</i> text	NPWP	27 August
4	Update <i>Consultation Statement</i> and distribute to NPWP	John L	28 August
5	Final decisions about <i>Consultation Statement</i>	NPWP	3 September
6	Final decisions about <i>Plan</i> text	NPWP	10 Sept
7	Provisional update of <i>Basic Conditions Statement</i> and distribute to NPWP	John L	13 September
8	Final decisions about <i>Basic Conditions Statement</i>	NPWP	17 Sept
9	Submit all documents to Parish Clerk	Roger	27 Sept
10	Consideration of <i>Plan</i> by Parish Planning Committee	PPC	4 October
11	Consideration of all documents by Parish Council	Council	24 October