**Dore Neighbourhood Forum Steering Group meeting 13th September 2017**

Present: **Christopher Pennell (CP)**, David Crosby (DC), Jen Donnelly (JD), Thelma Harvey (TH), Pat Ryan (PR), Keith Shaw (KS).

**Apologies**

1. Apologies for absence were received from David Bearpark.
2. **Minutes of the meeting held on 9th August 2017**

The minutes were agreed as a correct record.

1. **Matters arising on the minutes**

* Para 3 – photographs for the draft Plan (CP/DC). A new selection of photos has now been incorporated into the draft Plan. **CP and DC confirmed that one photo is still outstanding. It is one from the DWELL project, all necessary permissions have been granted and it is just waiting final confirmation. CP to chase.**
* Para 5 – timing of NPIERS health check (DC to report). The draft Plan has been sent to NPIERS and is waiting to be allocated to an assessor. DC has costed 3 days for the assessment to be carried out. He is aware that NPIERS has already been in contact with SCC and the PDNP. **DC to keep in close contact with NPIERS to encourage an early response.**
* Paras 7 - 16 see agenda item 5
* Paras 18 – 22 see agenda item 6
* Para 23 & 24 see agenda item 8
* Para 25 – see agenda item 7

1. **Report on 12th September Meeting with Sarah Smith and Debbie Merrill SCC Area Planners ( attended by CP, DC & TH) followed by debate by the Steering Group after feedback on 13th September**

This was a helpful meeting, with Sarah Smith and Debbie Merrill providing some informal, useful advice and feedback on the draft DNP. In the general context of SCC and the next iteration of the Sheffield Plan they were unable to advise when it will come out for consultation. However, when it does come out it will be a full draft of the new suite of Local Plan policies and the Site Options they were considering for potential development, the latter including any proposed releases of Green Belt sites. Because we are preparing a Neighbourhood Plan we would have a very short advance notice of any proposed Green Belt releases around Dore. All this would then go to informal consultation. Next, SCC would consider how to respond and put their revised text to formal Pre-submission Consultation. They accepted that at this present stage of development of our draft Plan we can only try to achieve general conformity with SCC’s existing strategic policies while taking account of the Citywide Options for Growth publication as a signal of future intentions. They then outlined the major problems they had identified with our draft Plan and explained that it was those they had considered first. There were other points such as, identifying policies which might be unusable in determining a planning application, and other comments where change was optional which are not explored here. The SCC officers had identified the principal areas where they felt we need to adjust our draft Plan. Their informal advice covered different areas of concern:

**Where the draft Plan has failed to meet the Basic Conditions.**

This is vital advice since if Basic Conditions are not met the whole Plan can fail. The Steering Group (SG) accepted the advice given and debated the problem at length, acknowledging that housing is the most controversial of our policies and the most difficult to change if we are to respect the views of Dore residents. As our housing policy is currently worded the draft Plan will not meet Basic Conditions especially as it will be examined against the latest iteration of the Sheffield Plan with its emphasis on sustainable development. A lively SG debate identified several options but **DC** felt we had been well advised at the meeting on how to change DN 4 to better conform with SCC policy. The SG felt that an attitude of greater co-operation towards SCC should be adopted and several suggestions for re-wording DN 4 were given – **DC** to progress.

**Factual inaccuracies.**

It was pointed out by SCC that the draft Plan misquotes some NPPF paragraphs and misinterprets others, and contains some policies that are in direct conflict with NPFF.

The SG agreed that the draft Plan should be checked to correct any inaccuracies and clarify our intended meaning. **DC/CP to progress the checking.**

**Where we have drafted a *policy* which in SCC view is a *proposal***

There was some confusion around two of our policies looking more like proposals but SCC offered useful advice on how they could be turned into usable policies, while creating suitable proposals to complement them. **DC**

1. **The Draft Neighbourhood Plan**

The Steering Group (SG) discussed our strategy for meeting the deadlines in our timetable for producing an amended draft Plan for the Forum meeting on 24th October. First it was necessary for all SG members to have a copy of the most recent draft of the Plan – the first so-called ‘October’ Plan. **JD will create a drop box for SG members to share documents. DC** felt that the changes suggested by SCC were challenging to word but not extensive to scope and that the task was achievable. SG members stressed the importance of all members approving changes before they are included in the next iteration of the draft Plan. **DC** undertook to circulate the ‘October’ re-draft next week containing changes made in response to SG members suggestions and SCC informal advice. SG members were asked to check if there are too many photos included now and if the text looks dis-jointed because of the photos **SG to feedback to DC.**  The logistics of uploading the latest version of the draft Plan to the DVS website by 3 October were discussed and **KS** assured the SG that there would be no problems with uploading to either the ‘old’ DVS website or to the ‘new’ one. It was also considered important to ensure that all the SG and Working Group minutes are on the website. Because of the pressure of the upcoming workload **CP** suggested it would be helpful to produce ‘an absence diary’ of SG members. **JD** undertook to produce a spreadsheet and also to establish a drop-box for SG members to use for sending large documents.

**Foreword – DC** will redraft this to emphasise changes in our housing policy, in addition to updating of the whole draft Plan to reflect the informal advice given by SCC.

**Maps**

**DC** continues to receive help in producing maps from PDNPA to include in the draft Plan

**Timetable for the draft Plan up to Submission**

* Reviewing, rewriting and proof-reading the text of the draft Plan and the ‘digest’ while securing further advice from SCC, PDNPA and NPIERS – 13 September to 2 October. Mitigating the effect of any adverse criticisms by making such amendments as we can while preserving Dore residents wishes
* Receiving definitive written advice from SCC – 10 October
* Uploading the draft Plan to the DVS website and placing ‘digests’ around Dore – to be ready to authorise at the 4th October SG
* Considering how to handle at the Forum meeting any additional advice from SCC given up to 23 October
* Neighbourhood Forum meeting and vote – 24 October
* If the vote is in favour of adopting the draft Plan, prepare documentation for Pre-submission Consultation – 25 to 31 October. Help may be available from John Eastwood to set the draft Plan out using his professional package.
* Six weeks of consultation period – 1 November to 13 December
* Review comments received, make necessary changes to prepare text of the draft Plan for submission
* Send the Submission version of the draft Plan to SCC and PDNPA within January 2018

1. **Forum Meeting at King Ecgbert School 24th October 2017**

The Steering Group (SG) discussed the format of the meeting and it was decided that it was important to present an accurate picture of the informal advice we had received from SCC and to avoid raising too high expectations of what we will be able to achieve via the Plan. **CP** will write to all members of the Working Groups to remind them about the meeting and urge them to attend. A discussion followed about the format of the meeting, with **JD** noting that we must have DVS membership forms available on the door and a check list to ascertain which fully paid up DVS members have attended.

**The hard copy digest**

**PR** has prepared a digest of the draft Plan which will be available for Dore residents to read both before and at the meeting. The SG approved the general format while acknowledging that changes will need to be made as changes are made to the draft Plan in response to SCC informal advice and NPIERS comments.

**The handout on the day**

**CP** presented a handout he had prepared for the audience for the meeting to be laid out on the chairs. The handout covered:

* The purpose of holding this Forum meeting
* A reminder about the Forum and the extent of its powers i.e. it can approve the draft Plan but an official Examiner will examine the draft to check that it meets the Basic Conditions for an acceptable plan. Ultimately, it is for the electors of Dore to determine by simple majority whether the draft Plan becomes part of the suite of planning policies against which planning applications in Dore are judged.
* Our approach to the preparation of the draft Plan i.e. involving seven Working Groups and carrying out extensive consultations.
* The Forum meeting, outlining how the evening will be structured, with time for questions, observations and answers. It will culminate in the Forum being invited to vote to approve the draft Plan and to give authority to the SG to take the process forward.

**The structure of the meeting**

**CP** presented a paper he had prepared as a structure paper/crib sheet for the members of the SG who would be presenting at the meeting. The paper covered:

* Introduction to explain what had been achieved to advance the draft Neighbourhood Plan over the past two years, e.g. public consultations/events, questionnaires, seeking advice from SCC and PDNPA, reporting on progress quarterly in Dore to Door
* The principal challenges we have faced drafting our Plan such as while we have been focused on the strong desire of residents to conserve the character of Dore and safeguard the Green Belt we know that SCC has the objective of creating 43,000 new homes in the City by 2034 and that Dore will be expected to contribute to that growth. There is also a serious timing disconnect between SCC’s Local Plan which they are currently revising and our own draft Neighbourhood Plan.
* The draft Plan, including explaining the map of the Dore Neighbourhood Area and illustrating the complexity of the process we have gone through to ensure the views of Dore residents have been fairly reflected in the policies.

The draft policies will be presented one by one and the audience will be invited to comment on them, this being the principal section of the meeting.

* The next steps in the preparation of the draft Plan assuming it will be approved at the meeting. These are, the formal six week Pre-Submission Consultation; next the submission of the draft Plan to SCC and PDNPA for their own consultation; the Plan is then referred to Examination by a professional independent Inspector who determines whether the Plan is in conformity with the Basic Conditions; the Plan will be put to a referendum of Dore electors; if the Plan achieves a simple majority it then becomes part of a suite of policies used to test and determine planning applications in Dore.
* The meeting on the 24th October will end with two decisions being made by a simple majority vote of the paid-up DVS members present, as it is all DVS members who constitute the Dore Neighbourhood Forum. This Forum will be advised of the necessity to include a proviso in each of the recommendations, which is that they authorise the Steering Group some flexibility to make modest changes in the Plan in order to take it through the next stages. The Forum will then be invited to vote on the two recommendations from the Steering Group. 1. The Forum approves/does not approve the current draft text as the draft Dore Neighbourhood Plan to be taken forward to the next stages of the Neighbourhood planning process. 2. The Forum authorises the Steering Group to take the draft Plan through the next stages of the process on behalf of the Forum, negotiating and determining any necessary amendments which may arise out of further consultation and the Examination stages.

1. **Risk Assessment**

A Risk Assessment paper was produced by **CP** – the issues it raised have been broadly covered elsewhere in these minutes.

1. **Pre-Submission Consultation**

The Pre-submission Consultation will commence as soon as possible after the Forum has cleared the draft Plan or it has been appropriately amended. It will then extend over six weeks, e.g. from 1 November to 13 December. Prior to this a consultee list must be drawn up that meets Schedule 1 of Neighbourhood Planning Regulations, SCC and PDPA have volunteered to help compile the list of consultees **TH and CP to action.** Copies of the Plan will need to be printed and it will need to be available to people who have already been informally consulted. **Agenda item for next SG- CP**

1. **Any other Business**

It was felt that there would be a need for various SG members to meet to complete tasks quickly and that the ‘absence’ spreadsheet of SG members would be very useful in identifying who was available. **JD has already established the spreadsheet in the drop box**

1. **Next SG meetings**

The next meeting of the Steering Group will take place at 7.30pm on Wednesday 4th October 2017 and another meeting has been booked for 25th October 2017

Thelma Harvey – 19th September 2017 and amended 26th September 2017