**Dore Neighbourhood Forum Steering Group meeting 14th February 2018**

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

**Apologies**

1. Apologies for absence were received from David Bearpark and Jen Donnelly.
2. **Minutes of the meeting held on 24th January 2018**

The minutes were agreed as a correct record.

1. **Matters arising on the minutes**
* Para 3 – DC reported that he had checked and had made the amendment relating to the Housing Area Appraisal agreed at a previous meeting i.e. to remove the reference to the Appraisal being used in planning applications. It remains part of our Evidence as a whole.
* Para 4 – CP reported that the SEA/H Screening process started on 29th January. CP sent the final Pre-Consultation draft of the Plan to both Sara and Adele for them to work in collaboration on the task. **CP also responded to Sarah’s email containing a table of dates and stages with DNF proposed dates and stages – this will be an on-going update**
* Para 11 – DC reported that the final version of the Map had been received from PDPNA and was now on the DVS website
* Paras 32 – it was suggested at a previous meeting that it would be helpful to update the Risk Assessment as work progressed. **CP will do this**
* Para 33 – we still need to be clear if our policy on having a Local List is viable. Sarah has suggested that house owners would have to be properly consulted prior to their property being included. **CP will follow this up with Craig Broadwith**
1. **The Finalisation and Availability of the Plan and Map**
* John Eastwood (JE) did not have enough time to do a proper ‘tidy up’ job on the Plan before it went on the DVS website but it is hoped that he may have time to do this on the Pre-Consultation version.
* Both Plan and Map are now on DVS website
* Publicity will be placed on the DVS noticeboards **by KS including information about where hard copies of the Plan and Map are available for inspection, plus details of the Forum meeting on 28th**
* **KS** will be erecting a large banner outside Hartley’s Fruit Cabin advertising the Forum meeting on the 28th
* DC has a copy of the map at a lower resolution **he will email a copy to all SG members and JE**
* The current map in the Plan is incorrect it needs to clarify ‘the area of benefit boundary’ **DC will change**
* We still need to agree on an image for the Plan cover – we have agreed that it should be in greyscale.
* Hard copies of the Plan and Map plus copies of the Digest will be placed in the DVS office and Totley Library
* Digests will be made available at Hartley’s Fruit Cabin and the Dore Café **CP to do. PR** will place copies in the Hare and Hounds and the Fish Shop
* At the last meeting we agreed that we should try to put a notification on the Dore Community Facebook page **JD to progress** Also that the same should be done for NextDore **CP will follow up**
* A small group from the SG (proposed date 6th March) will be needed to sort out any changes arising from the 28th meeting and any other comments received, the Plan could then be sent to JE. The suggestion was made that JE should be invited to join the small group **CP will organise this meeting**
1. **Arrangements for the Forum Meeting at King Ecgbert School on 28th February**

**Publicity**

**ACTION FOR ALL STEERING GROUP MEMBERS – PLEASE TRY TO ARRIVE BY 7.0. TO HELP SET UP**

The Plan and Map will be on the DVS website by the 16th February with an attention grabbing Chairman’s message from KS directing people to it.

Notices will be on DVS notice boards.

A large banner advertising the meeting will be displayed outside Hartley’s Fruit Cabin from 16th February

A two page Digest of the policies contained in the Plan was prepared by PR. This will be available for Dore residents to read both before and at the meeting. Copies will be distributed to shops around the village and inserted into the February edition of Dore to Door.

**Forum Members**

Both the PDNPA and SCC have approved that the preparation of a Neighbourhood Plan for Dore is the responsibility of Dore Neighbourhood Forum and that the entire paid-up membership of the Dore Village Society constitutes that Forum. Therefore, we will have DVS membership forms available on the door for ‘lapsed’ DVS members. We will also have a check list to ascertain that we have the full and correct details for those fully paid up DVS members who have attended.

**Handouts on the day**

**CP** presented a briefing note/agenda he had prepared for the audience for the meeting to be laid out on the chairs, together with a copy of the Digest. This covered:

**The purpose of holding this Forum meeting**

* The volunteer Steering Group which has led the preparation of the draft Neighbourhood Plan for Dore is reporting back to the Forum on its work with the intention of securing from the Forum:

**Firstly** its agreement to the draft text (subject to any changes made as a result of this meeting)

**Secondly,** its delegated authority for the Steering Group to take the draft Plan forward through its next formal stages.

**A reminder about the Dore Neighbourhood Area**

The Planning Authority for the land within the National Park is the Peak District National Park Authority (PDNPA) and for the remainder of the Neighbourhood Area is Sheffield City Council (SCC)

* The Dore Neighbourhood Area consists of the following elements in the indicated rough proportions:
* the developed village of Dore (25%)
* the Green belt between the village and the National Park boundary (25%)
* that portion of the National Park lying within the area formed by Old Hay Brook, Fox House Inn, Upper Burbage Brook and Ringinglow (50%)

**The extent of the powers of the Forum**

* The Forum has delegated members, the Steering Group to establish the vision and aims and policies for the Plan and the governance arrangements for preparing and consulting on the draft Plan. The Forum as a whole 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 Plan**

* Volunteers were invited to join a governing Steering Group and seven Working Groups to steer and manage the work involved
* Guidance has been given to the Working Groups by the Steering Group which also liaised with our two Planning Authorities and planned and managed the overall drafting process
* We have researched and deliberated on 7 themes in order to produce the policies and supporting evidence for the 7 chapters of the Plan
* We have been transparent in this work by putting documentation on the DVS website, reporting quarterly in Dore to Door and answering questions put to us at the Dore Show and on other occasions
* In addition to a range of consultations with individual groups and organisations, we have held major public consultation events in Dore on 25th May and 1st October 2016 and conducted questionnaire surveys of all households on the Green Belt and housing, of all Long Line residents, and of all central Dore businesses
* We subjected our developing Plan to two external expert health-checks as well as critical scrutiny by SCC and PDNPA **CP to update handout and produce copies for the Forum**

**The Forum Meeting 28th February 2018 – The Agenda**

* The Forum meeting will be chaired by the DVS Chairman KS, and will be minuted including the comments. It will be structured under 5 main headings, each providing time for questions, observations and answers.
1. Welcome and introduction
2. The challenges we have faced
3. The draft Plan
4. The next steps
5. The Forums’ decisions

**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. There will be a pause between each section for comments and questions.

The paper covered:

* Introduction from **KS as DVS Chair** 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. He will tell the audience of his expectation that they have some knowledge and opinions about the Plan and will have at least read the Digest.
* **CP** will then present 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.
* **DC** will then present 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.

Slides will stress the purpose and context behind the draft policies which will be presented one by one and the audience will be invited to comment on them. **CP will arrange a meeting of at least himself and DC to approve the slides before the meeting**

* **KS** will then outline the next steps in the preparation of the draft Plan assuming it will be approved at this 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, as amended by the Planning Authority in the light of the Examiner’s findings 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 28th February will end with two decisions being made by a simple majority vote of the Forum. They 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 by a show of hands 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 stages.
* Any significant changes suggested at the meeting will be incorporated into the text of the Plan before it goes to Pre-Submission Consultation **CP will arrange a group to carry out this work**
1. **Pre-Submission Consultation**
* The Plan and Map are on the DVS website. Comments received via the website and from all other sources will be logged and considered to ascertain if they need to be included and/or text of the Plan changed.
* Finalising the list of consultees. There was a discussion about how widely we would be expected to consult and how we could reach people who did not know about the Plan. As the PDNPA has experience of several Neighbourhood Plans it was decided to ask Adele how they overcame this problem **DC/TH to seek advice**
* Most of our list of consultees have an available email address so we will aim to contact the majority electronically. Hard copies will be provided for those with no other means of contact **TH to advise DC how many hard copies will be needed**
* The present position is that the consultees will be contacted by **TH** and either their attention will be drawn to the DVS website or a copy of the Plan and Map will be sent to them. Comments will be returned to **TH.**
* A mechanism for responding to comments and suggestions needs to be developed, this will probably be delegated to a small group **(key agenda point for 14th March meeting)**
* Sarah has stressed the importance of widening the consultation as much as possible. We have a survey for younger people almost ready via Survey Monkey, we need to decide the optimum time to send it out **TH to confer with JD**
1. **Further Associated Documents**

There are documents which will need to be completed in order that they can accompany the Plan on its formal submission to SCC and PDNPA. These are:

* The Basic Conditions Statement – more work is needed on this **DC** will look at examples of successful Statements suggested by Sarah
* Evidence – our statement is up to date at present but will need final updating
* Consultation Statement – is also up to date at present but will need a lot of work to ensure that all relevant entries in the Consultation Record are copied to the Consultation Statement
* SEA/HRA Screening – this is being progressed jointly by PDNPA and SCC. We hope that this will continue to progress smoothly and not need further work on our part
* Equality Impact Assessment – PR has done work on this for the Forum and we hope that the remaining work will be done by SCC.
1. **Rough Forward Timetable**

The current timetable was updated as follows:

**February**

15th DtoD complete with Digests arrives

CP ensures that Hartley’s Fruit Cabin has a supply of Digests

CP puts box in Cabin for comments

CP publicises Forum on ‘Next Dore’

KS arranges banner advertising meeting on 28th outside Cabin and DVS notice board publicity

KS prepares for receipt of ‘dnp’ comments on website. These will automatically be forwarded to each SG member

16th onwards – DtoD is distributed around Dore

18th CP picks up comments from Cabin regularly

19th onwards CP and DC work on presentations and slides for 28th meeting

24th onwards CP starts to analyse comments coming in

28th Forum meeting

**March**

1/5th SG members take stock of Forum’s and other comments and how to prepare for the Pre-Submission Consultation

6th Small working group to re-draft text

14th Next full Steering Group meeting

16th ? Pre-submission Consultation begins

**April**

27th Pre-Submission Consultation closes. SG will analyse and log comments

**May**

25th aim to be date of formal submission

1. **Any Other Business**

There was no other business to discuss

1. **Date of Next Meeting(s)**

The next meeting of the Steering Group will take place at 7.30pm on Wednesday 14th March 2018 with another small group meeting booked for 6th March 2018

Thelma Harvey – 18th February 2018