

Dore Neighbourhood Forum

Steering Committee meeting 9th December 2015

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

Introduction

Members were introduced to each other and DC agreed to circulate an updated list of contact details for members. Apologies for absence were received from Andy Pack.

The members confirmed that Christopher Pennell should be chairman of the Steering Group. CP noted that the Steering Group had a good balance, with 5 current members of the Dore Village Society (DVS) executive committee and 4 other members.

The Steering Group.

The previously circulated draft terms of reference for the Steering Group were discussed and agreed. In discussion, it was confirmed that it is the Steering Group that co-ordinates the work of the Working Groups and puts the eventual draft Neighbourhood Plan to the Dore Neighbourhood Forum (DNF). With regard to item 6 in the terms, DC explained about future contact with advisors and particularly with Aecon, a company appointed by the Government to provide some limited technical support to forums and to which he has already spoken.

The minutes of the meeting of the DNF on 12th November were briefly discussed. Members highlighted the references in the Minutes to the need for further consultation and examination of the underlying issues to take place. It was important that any new ideas were pursued.

The importance of regular publicity was agreed. Articles would be published in issues of Dore to Door; but more regular updates and information about meetings would be placed on the DVS website and the DVS noticeboards. It would also be possible to use email, as probably 50% of members had email addresses. When meetings of the DNF were needed, or if a particularly critical issue arose, a comprehensive mailing to all DNF members would take place.

In addition it was agreed that current information about progress, including dates and minutes of meetings, would also be available for consultation in the DVS room on any Friday morning between 10.00 and 12.00 and at the DVS open mornings on the first Saturday in each month.

It was agreed that the website needed to be upgraded to meet the demands of information relating to the DNF. Currently information could be placed in the news section of the website; but there needed to be a designated place on the website for all matters relating to the DNF. The DVS were trying to address this: the person who had previously had responsibility for the website had moved abroad and alternative local specialists were being sought. KS would be pursuing this in the new year.

It was agreed that CP would prepare an article on the DNF for each edition of Dore to Door and would alert the editor to this. These articles would include reminders about the location of updates. KS and DRB to speak to Andy Pack to apprise him of the publicity requirements.

It was noted that there were a number of entitlements of a Neighbourhood Forum: designating areas of community value, applying for a community right to build order and Neighbourhood Development Orders. The Steering Group would consider these matters in due course.

Working Groups.

It was noted that there was a good number of volunteers for membership of most of the Working Groups. We would still try and widen membership further in a couple of the Groups. DC will circulate an updated list of members of the Working Groups and their contact details.

CP circulated and the Steering Group discussed a standard set of guidance notes for the Working Groups. This was agreed with a couple of variations and CP will incorporate an updated version of this in his introductory letter to each Working Group member.

DC has already prepared for each Working Group, a summary of points 4 to 7 of this guidance. Following this meeting DC will finalise it in preparation for the Working Group meetings.

Also in terms of this guidance, it would need to be stressed to the working groups that there was a need for a clear and tight evidence text to be produced summarising exactly what had been done by the group and how they had carried out their consultation and consideration of the issues before them.

In terms of further consultation, the Working Groups would be required to report to the Steering Group on whom they will be consulting and how that consultation would be taking place.

The Steering Group would require monthly reports from each Working Group, together with copies of the minutes of their meetings.

It was agreed that it was important for DC to attend each Working Group, as he best understood the background to the requirements in progressing the reviews, the national context and also had a good knowledge of the different Bodies and Organisations to contact. However, it was also agreed that it would be preferable if he was not chairman of each of the groups. This would remove from him the burden of managing the meetings and allow him to focus on the professional aspects of the Groups. At the first meetings of the groups it would be necessary for a chairman and a secretary of each group to be appointed. These names will be publicised as the contact points.

It was agreed that DC would arrange the first meetings of each of the Working Groups.

Meetings and Monitoring.

It was agreed that the first meeting of each Working Group should take place in January 2016. The Steering Group itself will meet at the end of each month.

Although the timescale of Sheffield City Council's review of its overall Plans for the city was still uncertain, it was agreed that it was sensible for the DNF to progress matters expeditiously. Therefore it was agreed that the Working Groups should have their work completed, including their recommendations and the necessary supporting text, by the end of June 2016 so that the Steering Group could then focus on the completion of the overall draft Neighbourhood Plan.

Referring back to item 7 above, KS undertook to have a new separate DNF section of the DVS website in place by the end of January.

KS will emphasise to AP the importance of constant publicity.

With regard to the City Council and the Peak Park, it was agreed that constant reporting to them on our progress was not needed; but there would be particular times in the process when it would be relevant to discuss progress with them. In January DC would be informing them that the Steering Group and the Working Groups had been formed and work was underway.

Citywide Options for Growth.

The link to this City Council document had been circulated in advance, as had a draft commentary from DC and additional comments from CP. This was an important document and we should respond carefully to the key points raised in it.

DC observed that it largely followed the previous City Core Strategy document, suggesting that most development was in the urban city area and that the green belt was largely left untouched. The exceptions were on green belt sites which were already compromised to some degree, including the Norton airfield, Mossborough and the expansion of Stocksbridge into Oughtibridge. Generally we would support those development areas because they were new defined areas where the strategic infrastructure could be developed alongside the housing.

There was still a shortfall of sites in respect of 500 houses; and one concern related to this was the possibility of intensification i.e. a greater density of development in other areas by the use of windfall sites and garden grabbing. In this context, Core Strategy 31 is very important to us. DC will develop this theme in his revised draft response.

It was observed that the plan on page 71 showed the overall growth spread across the city, although the document did not specifically ask for comments on this despite the fact that this is essentially the City Plan. Again, this plan showed that the green belt in and around Dore was largely unscathed.

It would also be helpful to incorporate views on better public transport links and frequency.

Next Meeting.

The next Steering Group meeting was agreed for 7.30pm, Wednesday 27th January 2016.

David Bearpark
12th December 2015

Steering Committee meeting 27th January 2016

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

Apologies

Apologies for absence were received from David Heslop.

Minutes of the meeting held on 9th December 2015.

It was agreed that at minute 9 the wording should be changed to be "designating *assets* of community value...." Other than that, the minutes were agreed as a correct record.

It was agreed that David Bearpark should be confirmed as the secretary of the Steering Group.

Matters arising on the minutes.

Minute 1: DC had prepared a membership list. Members added their addresses to the list. DC will update this list and circulate it to members.

Minute 6: It was agreed that the secretary of each working group would be asked to send a copy of the minutes of their meetings to each member of the Steering Group and also to AP. AP will then ensure that there is an up to date package of information held in the DVS room, consisting of the agenda and minutes of all the working groups and of the Steering Group. This will then be available for consultation by any DVS member on a Friday morning and the first Saturday morning of each month. Any queries raised at these sessions will be passed on to the secretary of the appropriate Group.

Minutes 7 and 20: KS reported that he believed that a separate section of the website did in fact exist and he would be consulting with Matthew over the weekend to make sure that he fully understood its functioning; and it should be fully operational by next week. KS will check that there is a copy of the August 2015 version of the initial Draft Neighbourhood Plan in this section of the website.

Minute 8: CP had circulated the text of his article which was now with the editor of Dore to Door. Members complimented him on the comprehensive nature of the article. With regard to general publicity, KS would be meeting with AP next week to arrange this.

Minute 10: DC circulated the list of all members of the Working Groups and their contact details. Thelma Harvey asked that her name be added to the groups dealing with the Green Belt and Sustainable Transport.

Minute 11: The chairman's introductory letter had been sent to all members of the working groups and circulated to Steering Group members.

Minute 22: DC confirmed that both Local Authorities had been informed that we were starting the process with the working groups. Sheffield City Council had responded fully. It was noted that the Peak Park had completed their updated Local Plan, unlike Sheffield City Council. CP will send a copy of his Dore to Door article to both authorities (DC to provide contact names).

Minute 25: DC circulated the final version of his response to Sheffield's Citywide Options for Growth document. It was reported that all councils had to move quickly in handling this process because the Government had decreed that their policy reviews must be completed by the beginning of 2017. It seemed obvious that Sheffield's review of the Green Belt would also have to be completed prior to this deadline. On a general point, we should seek to get our views in as early as possible in the process.

Working Group meetings.

DC explained that the first meeting of each Working Group had now been arranged, the first one being on Friday 29th January. A full set of information had been sent to each member, consisting of an agenda, the welcome letter from CP, a summary of the visions and objectives for the Group (as endorsed by the meeting of the Neighbourhood Forum as the starting point), and information from the Government's NPPF. DC noted that there were a few issues where the Forum's views may differ from the City Council (garden developments and open space developments). It was suggested that at some point it would be useful to have a joint meeting with the Broomhall and Stocksbridge Neighbourhood Forums. DC also noted that he had declined an invitation to become a national champion on Neighbourhood Forums.

Additional Powers of a Neighbourhood Forum.

It was noted that a Neighbourhood Forum has the power to identify community assets and place constraints on their disposal; to award community development orders and approve the right to build. It was agreed that these powers were extensive but also that they would be difficult to introduce. Their use would also be subject to a referendum in the community. It was agreed that the possibility of using these powers should not be considered at this stage: it would complicate and distract from the most important issue of developing an agreed

Neighbourhood Plan. The possibility of community infrastructure levy funds was another such issue.

Any other Business.

With regard to the most recent version of the full Draft Dore Neighbourhood Plan, DC undertook to send a copy of it to each member of the Steering Group and to KS for uploading onto the DVS website.

Next meeting.

It was agreed that the next meeting of the Steering Group will take place at 7.30pm on Wednesday 9th March 2016.

David Bearpark
28th January 2016

Steering Committee meeting 9th March 2016

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

Apologies

Apologies for absence were received from David Bearpark, David Heslop and Andy Pack. Jen Donnelly was not present. Thelma Harvey kindly agreed to take the minutes in David Bearpark's absence.

Minutes of the meeting held on 27th January 2016

The minutes were agreed as a correct record

Matters arising from the minutes

There were no matters arising from the minutes that were not covered by the agenda

Matters arising on the minutes

Item 4 – DC to update contact list

DC provided an updated contact list (2 new working group members have been gained as a result of CP DtoD article).

Item 5 – AP to provide updated pack of information in DVS room.

AP was unable to attend the meeting but met with KS after the last Steering Group and has undertaken to liaise with KS and CP about the publicity strategy and the summaries to go on the village notice boards. AP will also set up the hard copy file of all Working Group and Steering Groups minutes ready to be viewed by Dore residents in the DVS meeting room and to do so in such a fashion that the file could be replicated on the website. It was agreed that AP should be asked to update the file every week. CP undertook to write to the secretaries of all the Working Groups to ask them to send all minutes to all members of the Steering Group thus ensuring that AP has copy for the file.

Item 6 – KS to address inclusion in DVS website

Documents relating to Dore Neighbourhood Forum are on the website. As the consultation proceeds agendas and minutes of Steering Group and Working Group meetings will be added in chronological order to correspond with the hard copies of information available in the DVS meeting room.

Item 7 – CP to provide article for Dore to Door

This has been published as an impressive two page spread. As the magazine goes to every house in the village this is a big contribution to the DNF consultation.

Item 8 – CP to write to SCC and PDNPA.

This has been actioned, see Minute 11 below (reply from Sara Smith SCC). No reply has been received from PDNPA.

Item 12 – Possible joint meeting with Broomhall and Stocksbridge NF Teams

It was felt that it is Sarah Smith who should be arranging any meetings rather than the Steering Group. DC has sent a copy of the current draft Neighbourhood Plan to Broomhill as they expressed interest.

Item 14 – DC and KS to ensure all members have a full text of the existing draft Neighbourhood Plan.

DC confirmed that the draft Neighbourhood Plan on the DVS website is the latest version but the header needs updating to reflect this. DC felt that a complete new draft will soon be needed to encompass all the changes that have been suggested. DC stressed that it must be made very clear when the new draft is put on the website that this is still a Draft for consultation.

E-mail (2/2/16) from Sarah Smith to CP on SCC recommendations on good practice for Neighbourhood Planning

CP wrote to SCC and PDNPA to introduce himself as Chair of the Steering Group and to send them both a copy of his article for Dore to Door in advance of its circulation. Sarah Smith, Area Planner for South West Area and Nether Edge Ward, Forward and Area Planning Team replied on behalf of SCC. Her email sets out the criteria given by SCC in agreeing the designation of DNF. These have not changed but Sarah has emphasised in this email the importance SCC attaches to full and adequate consultation on DNF proposals. Her email was used to inform the discussion around the agenda item on consultation.

First meetings of the 7 Working Groups - Significant issues emerging

DC reported that many fundamental issues were being discussed as new people in the groups brought new perspectives. It is proving very helpful to have fresh eyes on many issues with a lot of positive and philosophical discussion about what the DNF is trying to achieve. DC felt that some of the objections that have been raised to DNF plans so far have been due to lack of understanding of the issues rather than reasoned counter proposals, but there were some key issues and challenges which required SC consideration.

Review of Working Group minutes

The minutes of the Working Groups were reviewed. All of the groups have met at least once since the last Steering Group. It was noted that attendance at some groups has been disappointing and that efforts should be made by all Steering and Working Group members to recruit more members to the groups with low numbers and to encourage fuller attendance. Action points arising from the working group minutes were considered under the item on consultation on the Steering Group agenda.

Chairmanship and Secretary of the Working Groups

The issue of persuading members of the Working Groups to act as Chair and Secretary was discussed at some length. At present DC is acting as Chair for all the Working Groups, with greater success being achieved in finding members to act as secretary. The Steering Group is concerned about reports that some Working Group members felt that the DVS presence on the Groups was 'heavy handed' and that their comments were not listened to, resulting in them feeling that the letter inviting them to join the Group was at odds with the reality of the meeting. The Steering Group wishes to remedy this situation and felt that having such a strong DVS presence at all Working Groups could be giving some members the impression that DVS is in charge of the consultation rather than the DNF. To some extent this has been unavoidable as DC has needed to be at all the Groups in the first instance to set the scene, plus there is a large dual membership of the DVS and DNF. It was suggested that the emphasis for future meetings should be in ensuring that Working Group members realise that it is their suggestions and recommendations which will be part of the wider consultation. It was also thought that further efforts should be made to encourage Working Group members to take on the role of Chair and thus increase their sense of 'ownership' of the Group. If these efforts prove unsuccessful in some cases, it was decided that verbal but minuted agreement should be reached by the Working Group that DC should continue in the role of Chair and that it should be noted in the Working Group minutes that DC accepted the role but only because no-one else was willing to do it. DC to explain this to each WG meeting.

Consultation – what is needed and how to handle

Philosophy of consultation as it relates to DNF and the DNP This was the major agenda item of the meeting and it was decided that although DNF is very aware of the need to consult widely, it is not a straightforward matter to decide who should carry out the various parts of the consultation. The Steering Group used comments from CP and an email received from Martin Dudley from the Neighbourhood Centre Working Group to guide and inform their discussion.

Different stages and forms of consultation were considered:

- securing evidence and ideas
- deliberative consultation, which is a collective interactive stage where issues are shaken out and evidence emerges as to whether proposals are likely to secure support
- accountable decision making, which describes the results of deliberative consultation, this allowing recommendations to be presented which have the backing of evidence produced by the Working Groups and accepted by the Steering Group to become part of the draft DNP which will provide the major part of the formative stage of the consultation and be part of the exhibition in Dore Village. It was felt that the Working Groups should play a major part in all of these stages and have the freedom to carry out any consultation they feel necessary to arrive at the recommendations which they present to the Steering Group.

The formative stage of the consultation

There was discussion about the nature of the presentation of this stage of the consultation. It was decided that when all recommendations received by the Working Groups and accepted by the Steering Group have been incorporated into the latest DNP an exhibition will be held at a venue in Dore Village to gather further opinions from as wide an audience as possible. This will be in mid-summer 2016 and will be the principal subject of the next Steering Group meeting (CP to arrange).

Specific action points and questions arising from the Working Groups

As these reports mainly relate to consultation they have been included under the broad heading of Consultation.

Peak District Group

One member of this group queried if the Peak District National Park section of Dore had to be part of the DNF remit, feeling that there are too many layers of planning within the Park. The Steering Group firmly endorsed that it is, and should be, part of the DNF remit. DNF has been designated by both SCC and PDNPA as the body to prepare a Neighbourhood Plan for the entire area of historic Dore, which includes a significant section of the eastern National Park.

Green Belt Group

The direct action from this group is to consult the residents of Long Line about possible further infill along the frontage of Long Line: to consult the owner of the former sports field site on the corner of Cross Lane and Hathersage Road on the suggestion that the site be returned to sports use or agriculture.

There was much discussion by the Steering Group about the advisability of 'offering' any sites for potential development for houses within Dore, including Green Belt sites, to SCC. SCC wishes to plan for building 43,000 new dwellings overall across the city by 2034 and PR wondered whether DNF should try to be constructive in making modest proposals for Dore. DC and CP pointed out that the 'City Options for Growth' document (which is SCC's latest consultation document on where these houses should be) says little about any intention to build in Dore Neighbourhood and even if SCC think there is a need for 500 houses on ad hoc green belt sites in the city as a whole, there is no obligation on DNF to identify any such potential sites in Dore and every reason not to do so given the strong SCC comments in that document about the particular importance of the green belt buffering the National Park.

Housing Group

Members of the group have 'surveyed' selected areas for housing character and are building up pen-portraits of the character, housing types, diversity, density etc of these areas. Consulting residents about those draft pen-portraits could be very energising and rewarding and should be contemplated, but the only formal group which needed to be consulted about their housing area was Totley Residents Association. Open Spaces Group – Two additional open spaces not included in the last DNP were identified by this group, the open land around Abbeydale Sports and Social Club and the King Ecgbert School playing fields. Two individual consultations would be required and delicately worded to emphasise that no change of ownership is proposed, but that the potential benefits of open space designation to the community might be stressed. Included in the last DNP is a proposal that an additional area of open space might be added by purchase from the private owner to the Totley Brook Green Space for recreation and amenity purposes.

Conservation Group

One of the proposals made by this group was that the Council should designate a Conservation Area at lower Dore Road and Abbeydale Road South to include Water Lane and the Royal Mail Sorting Office. The Steering Group thought it important that the type of consultation for this proposal was carefully thought through and that a meeting with residents should take place where what was meant by a Conservation Area was explained and what it would mean in this instance was fully discussed. It was important not only to explain the proposal, but also to consult on it in an interactive way which might build support for the proposal from those most affected.

Neighbourhood Centre Group

This group felt that a consultation letter should be produced by the Steering Group to be circulated to Neighbourhood Centre shops, offices and community facilities owners. They also recommended the benefits of having face to face discussions. The Steering group endorsed such a proposal.

Sustainable Transport Group

This group felt that the present recommendations in the DNP should be expanded to include more detailed proposals around issues concerning Dore & Totley station and that close liaison with the Friends of Dore & Totley Station (FODATS) group is needed. Also proposals around traffic management, bus routes, car parking will need extensive consultation.

Available budgets and grants

DC produced a table of the expenses incurred so far in consulting on the DNP. These totalled £936.41, for the 12th November 2015 meeting at King Egbert School. DC feels DNF may be able to draw down further grants from SCC towards expenses. KS explained that DVS has allocated £11k to DNF to be used in the event that no further grants are forthcoming.

Any Other Business

It was decided that the Steering Group should have an extra meeting devoted to publicity and how best to engage Dore residents and Businesses to comment on the DNP.

Next meeting

It was agreed that the next meeting of the Steering Group will take place at 7.30pm on Wednesday 6th April 2016.

Thelma Harvey
16th March 2016