**Dore Neighbourhood Forum Steering Group meeting 5th July 2017**

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

**Apologies**

1. Apologies for absence were received from David Bearpark (DRB) and Pat Ryan (PR).
2. **Minutes of the meeting held on 6th June 2017**

The minutes were agreed as a correct record.

1. **Matters arising on the minutes**
* Para 3 – photographs for the Plan (CP/DRB). DRB has passed a number of photographs to CP for him to consider. CP did mark up a previous Plan to indicate where he thought photos would enhance the text. **CP will look at the latest Plan re positioning of photos.** The possibility of using a drone to take aerial photos was discussed and the legal position of doing this. KS has given a CD to John Eastwood containing a lot of local photos and said John was willing to take specific photographs if necessary. **DC confirmed that about 30 photos will be needed and certainly not more than 50. CP will identify appropriate photos from those available and specify what further photos to commission, liaising with John Eastwood and John Doornkamp.**
* Para 6 – business survey (CP). This has now been started with every business in the Dore retail area, plus Dore Grill, being given a letter inviting consultation with the relevant section of the Plan. The survey is being progressed by **CP, Jenny Pennell and Maureen Cope and will lead to a summary report.**
* Para 7 – contact with PDNPA (CP&DC) see item 4 below
* Para 8 – Historic England (CP) has sent the letter from Historic England to TH and it has been incorporated into the Record of Consultation **by TH**
* Para 8 – Long Line consultation report (CP) – a very comprehensive report has been received from Geoff Wilson and incorporated into the Record of Consultation **by TH**
* Para 9 – analysis of consultations (TH, PR, DC) see item 5 below
* Para 10 – SCC Retail Advice. It was agreed that it is difficult to understand all of it. **DC to attempt to clarify and look again at SCC emerging policy concerning frontages as this will be important if there are questions from the businesses surveyed.**
* Para 14 – Housing Character Appraisal to be circulated (DC). This is the results from the Housing WG. It has been circulated to all SG members and sent to Sarah Smith **by DC**
* Para 19 – CP’s 3 think-pieces on policy (CP) – see item 6 below
* Para 24 – Health-check on draft Plan (DC). In the meeting with PDNPA they said they would be prepared to organise a Neighbourhood Planning Independent Examiner Referral Service (NPIERS) health check on the Plan if we so wished. This is the same organisation suggested by Sarah Smith. NPIERS charge £375 + VAT per day. It was agreed to start working towards this process as soon as the latest additions/changes to the Plan have been approved by **SG members.** **DC to find out how long NPIERS would take to carry out the health check and agree a start date with them which would be when he has received initial feedback from Sarah Smith**
* Para 25 & 26 – Plan Map (DC) see also item 4 below. At the meeting with PDNPA DC gave them the latest version of the Neighbourhood Plan map in the hope of establishing the nature of the practical cartographic issues involved in producing a suitably sized/folded map for the Plan. DC also sought to know the likely time scale for producing such a map. PDNPA suggested four smaller maps as well, to illustrate relevant parts of the text and undertook to produce those in addition to the large map. **Waiting for PDNPA to get back to DC**
* Para 27 – CP’s Green Belt narrative (CP) – see item 6 below
* Para 30 – Basic Statement meeting (CP) This meeting has not yet taken place so if was agreed to wait for an initial reaction from Sarah Smith and a response from PDNPA to our question asking them if they think it is adequate in its present form. In the meantime **CP** suggested that **SG members** might look at the Bradwell and Chapel-en-le-Frith Basic Statements to see if there were lessons to learn.
* Para 35 & 36 – SG review of draft Plan text (CP & others) see under item 7
* Para37 – Submission of draft Plan to SCC & PDNPA (DC) completed by **DC on 15 June 2017**
* Para 39 – Consultation document (PR) – see item 5 below
* Para 41-44 October Forum meeting (DC) – see item 8 below
* Para 45 – DtoD article (CP). The deadline for copy is 24th July. The article will be an update on the current state of the Planning process and will include an invitation to DVS/DNF members to attend the meeting at King Ecgbert’s School. It will also include a plea for all DVS members with an email address to give it to the Membership Secretary. **CP to write article and circulate it to SG members for comment, including how DVS members would get access to the Plan text**
* Para 46 – Excel chart for remaining things to be done and by when (DRB/KS) **SG members to send KS anything they have that needs to be included**
1. **Contact with the Peak District NPA Planners 29th June 2017**

**DC and CP had a meeting with Brian Taylor and Adele Metcalfe from PDNPA**

This was a helpful meeting, PDNPA agreed to provide comments on those parts of the draft Plan of most relevance to them together with some general reactions to the entirety of the Plan. They would also read and reflect on the Consultation Statement and the Basic Statement.

See offers related to map production for the Plan in Para 25 & 26 above.

1. **Consultation**

At present TH is including a wide range of consultations in the Record of Consultation. PR is selecting some of the descriptive text to form the Consultation Statement leaving the Record with both descriptive text and raw data. It was decided that as much consultation as possible should go into the Record. **TH to see what else can go into the Record. Also look at other Consultation Records and Statements for comparison**.

1. **Policy Think-pieces**

CP had prepared three think-pieces:

* Green Belt enhancement – DC felt that he had managed to incorporate the views expressed in this paper into the latest version of the Plan
* Safeguarding the countryside from encroachment – DC felt he had attempted to reproduce this in the latest version of the Plan
* Transitional housing – DC thought this was reflected in the latest version of the Plan but **CP will propose some minor changes to strengthen the para.**
1. **Draft Neighbourhood Plan**

In the July version DC has responded to observations by PDNPA and has added to the table of contents to make it more comprehensive.

Comments are needed regarding typos, phraseology to ensure it is powerful enough, errors and content **DC to circulate an updated version of the Plan next week and all SG members to read it carefully and send written comments to DC copied to all SG members**

The glossary needs checking to make sure that each entry that has been deleted is explained adequately in the text **TH to check**

CP did write a foreword to the Plan in the past but it has been mislaid **CP to see if it is still suitable and/or needed**

1. **Dore Neighbourhood Forum Meeting**

The NF Meeting will be on 24th October 2017 in the Hall of King Ecgbert’s School. The Hall has been booked between 7.0pm and 9.30pm.

The draft Plan will be made available on the DVS web site

All DVS/DNF members with an email address will be sent an invitation and a copy of the draft Plan. Members with no email address will be sent a letter of invitation and told that there will be a number of hard copies of the draft Plan placed in the DVS room where they can view a copy. **CP volunteered to produce for the next SG meeting an outline of the structure of the 24th October Forum meeting.**

1. **Any other Business**

DC felt the process leading up to the referendum needed to be laid out clearly, particularly identifying who was responsible for conducting the Pre-Submission consultation. **DRB has already started this process and it would be useful to table it at the next SG meeting**

CP expressed concern that pressures on the timetable may make it difficult to get an advanced version of the Plan settled enough to be available to Forum members in advance of the 24th October meeting.Our proposed timetable could be upset by several factors; e.g. any delay in the receipt of Sarah Smith’s comments, delay in the completion of the NPIERS health check, less time than anticipated to work any amendments into the text of the Plan, an earlier and fuller than expected issue of a new Sheffield Plan.

1. **Next SG meetings**

 The next meeting of the Steering Group will take place at 7.30pm on Wednesday 9th August 2017 and another meeting has been booked for 13th September 2017

Thelma Harvey – 7th July 2017