

Dore Neighbourhood Forum

Steering Group meeting 24th January 2018

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

Minutes of the meeting held on 10th January 2018.

1. The minutes were agreed as a correct record.

Matters arising not on the agenda:

2. DC reported that he had written the letter of thanks to Deborah McCann.
3. With regard to minute 4 relating to the Housing Area Appraisal, DC commented that he was unsure whether he had made the amendment agreed at the last meeting. **DC will check this and make the amendment** if not already done; although it was reiterated that it did still serve a useful purpose and, including the references to the urban grain in the Plan, it was a part of our Evidence as a whole.
4. In accordance with minute 42, CP had written to Sarah Smith; and the reply from her was discussed. It was agreed that so as to set in motion the SEA/HRA screening process we should send to Sarah and Adele the current version of the Plan. As previously suggested, **DC will change the colours used** to identify the emerging SCC policies, so that it was distinct from the colour used for the DNF Policies. **DC will then send this updated version to CP** tomorrow. **CP will then send this to Sarah and Adele.** It was noted that Sarah had also attached a table of dates and stages to her email. **CP will respond to this** table in his reply to Sarah.
5. It was noted that all other actions identified from the last meeting, as set out on the agenda, had taken place.
6. All other matters arising would be covered in later agenda items.

Finalising the Text of the Draft Plan.

7. It was noted that the proofread version of the Plan had been circulated to SG members.
8. One outstanding matter was the front cover. There was a preference for a less “fussy” picture and probably featuring buildings; however it was agreed that it was not vital to finalise a decision at this stage. It was agreed that the photograph eventually used should be faint rather than bold, so that the text stood out.
9. It was agreed to add, between paras 7.6 and 7.7, the additional paragraph that CP had circulated. DC also proposed that a part of that paragraph could also be introduced into the Green Belt chapter; and this was agreed. **When DC has completed this action he would circulate** the updated version of the Plan to SG members. **It was agreed** that this should then be the end of amendments to the Plan.
10. It was noted that there were just a couple of layout changes necessary and it was expected that John Eastwood (JE) would pick these up when he prepared the published version of the Plan.
11. **DC noted that tomorrow he would be contacting** the PDPNA and anticipated receiving the final version of the Map tomorrow.

Publicity for the Plan and Immediate Next Steps for action.

12. CP circulated a list of key action points/responsibilities covering the next stages in the process. It was agreed:
 - **KS will liaise with JE to ensure** that by 7th February the Plan is in published format

- In DRB's absence, **DC and PR will review** this version to look out for any "gremlins". They will complete the authorisation of this version by 10th February, at which point the Plan will be regarded as being signed off.
- **DC will then without delay arrange** for enough hard copies of the Plan and its Map to be printed and available before 15th February, to be put into the Library and the Old School and to each SG member.
- **KS will then ensure that** the Plan (and its Map) are uploaded onto the DVS website asap.
- It was confirmed that the Dore to Door printers had accepted the job of both printing the Digest and inserting it within the copies of Dore to Door. All copies are scheduled to be delivered to the scout hut on 15th February. **PR will ensure** that he collects the additional 500 copies of the Digest from the scout hut.
- **KS will design and decide on content** for a banner. **KS will then arrange** for the production of the banner. **KS will also arrange** for publicity to be placed on the DVS noticeboards, to include details of the time and location of the Forum meeting and where the Plan and Digest can be inspected.
- **JD will investigate** putting a notification on the Dore Community Facebook page. **CP will do** the same on NextDore.
- Dore to Door is scheduled to be distributed from 16th February. **DC and TH will be ready** for any requests for the full Plan to be emailed to people. It was agreed that it was unnecessary for it to be emailed to all DVS members for whom we held an email address.
- **CP will ensure that** hard copies of the Plan are placed in The Old School and Totle Library. There is no need for an exhibition at the library.
- It was agreed that it will be important for us to log, collate, acknowledge and respond to any comments received following the invitation to comment incorporated in the Dore To Door article. **CP will collect** any comments left at Hartleys. **KS will set up a system** so that any online comments are circulated to all SG members.

Evidence and Consultation.

13. PR raised the comments made by Sarah Smith concerning the need to ensure that we had contacted all elements of the community, especially younger people. TH produced a proposed questionnaire. It was agreed that this would be a very useful document to utilise and it was agreed that:
 - In order to try and get this information into the schools, **JD will incorporate it** into a SurveyMonkey list and ask the schools and/or parents to use it to ask children what they think.
 - **TH will speak to contacts** such as the Church youth worker and the football clubs to get similar responses from them.
14. It was agreed that consultation with people who work in Dore was essentially covered by the contacts already made with all shops and businesses, which will be repeated as the process continues. However, it was agreed that when we next do this, we should ask each business owner to make sure that they pass the information to those people working for them.
15. Similarly, we will need to ask all organisations (Abbeydale Sports Club etc) to display summary information on their noticeboards, so that the information reaches as wide an audience as possible.
16. Sarah Smith has also previously asked how many SCC departments we have consulted. TH has this information; and those departments will be consulted again as part of the process. **TH will also add** Robert Murfin (SCC Chief Planning Officer) to the list of consultees.

17. Sarah had also earlier queried with us about a Consultation Strategy Document. It was believed that this was a misunderstanding as no such document exists or is required.
18. There were two key elements of further consultation: the outcome of the Forum meeting and of the Pre-Submission Consultation— and it was important that what consultees said and how we responded was meticulously recorded. The deadline for the completion of the Consultation document to incorporate this would be after the pre-submission exercise.
19. It was noted that Sarah had said that she would do the Equality Impact Assessment. However, it was noted that PR had prepared such an mini-assessment; and it was agreed that this should be sent to Sarah. **CP will do this.**
20. Discussion took place on Sarah's query as to whether we had consulted all "substantial" landowners. The definition of the word "substantial" was unclear. However, the largest single landowner in Dore by far was the SCC. **TH will contact Sarah Smith** and ask her whom she believes we should ask. In the context of Long Line, Geoff Wilson had contacted landowners but we did not have the details of this. **PR will endeavour to contact Geoff** to obtain this.
21. It was noted that a lot more work was needed to review and complete the Basic Conditions Statement. This was not needed before the pre-submission stage but would be needed when making the final submission. This would be discussed again after the Forum meeting. In this context, CP referred SG members to the way that Bradwell had addressed this in their Statement.

Managing the Forum Meeting.

22. CP had recirculated his two earlier draft documents relating to this. It was agreed that we would place on each seat in the room a copy of the Digest and the first document prepared by CP, setting out the purpose of the meeting and the approach taken to preparing the draft Plan.
23. It was agreed that KS, as the chairman of the DVS , would chair the meeting, introducing the proceedings and generally being the master of ceremonies.
24. In terms of admission to the meeting, JD and Kath Lawrence were primed to receive attendees, making sure that they were paid up members of the DVS and equipped with forms and a cash float for people to join. Kath is aware of this, but **KS will remind her.**
25. KS was considering taking a number of envelopes containing £6 to accommodate prospective members!
26. It was agreed that DRB would take the minutes of the meeting; and that both DRB and TH would record any questions/comments made and the responses to them.
27. With regard to the second of CP's document about the running of the Forum, this will be discussed further at the SG meeting on 14th February.

Pre-Submission Consultation.

28. SG members were reminded of the Locality Document relating to this stage in the process. This would be helpful for the discussion of this topic at the next SG meeting.
29. It was noted that the SCC and PDPNA will receive copies of this; and Locality suggest that it may be a good idea for the SG to meet these bodies. It was thought that this should only be necessary if a really major issue arose.
30. With regard to the contacting of the consultees, it was agreed that this would be undertaken electronically, unless this proved to be impossible in a particular case. The Plan will be available on the DVS website for anyone to consult. We would expect replies to be received electronically as well.
31. TH had updated the list of consultees. CP had a couple of further ones to add; and it was suggested that we include the Chief Constable, Chief Fire Officer and the Coal Authority. **TH will further update** the list.

Any Other Business.

32. PR suggested that it would be helpful to update the Risk Statement previously prepared. **CP will do this.**
33. It was noted that Sarah Smith had suggested that we could not have a Policy on a Local List unless those affected by it had been consulted. It was felt that we could have such a Policy in principle, with those affected being consulted when it was proposed to include a particular property in it. **CP would follow this up** with Craig Broadwith.
34. KS invited members to suggest people to join the DVS committee, which was several people short of its maximum of 13. CP suggested that KS could approach some of the people who were involved in the tree campaign.

Next Meeting.

35. The date of the next meeting of the SG is, as already agreed, to be 14th February, starting at 19.30. This meeting will be primarily focused on last minute arrangements for the Forum meeting on 28th.
36. In view of DRB's absence at this meeting, **TH will take the minutes** of the meeting.
37. A follow up SG meeting after the Forum meeting will be necessary; but it was decided to fix the date of such a meeting at the next SG meeting on 14th February.
38. Since the meeting, it has become clear that neither CP nor DRB could attend an SG meeting on Wednesday 7th March; and in any event it would be somewhat of a rush to complete all the feedback and minutes of the Forum meeting on 28th February in advance of an SG meeting in the week commencing 5th March. Accordingly it is requested that SG members work on the basis that the next SG meeting will likely be in the week commencing 12th March, possibly on Wednesday 14th.

David Bearpark
26th January 2018