**Dore Neighbourhood Forum**

**Minutes of Steering Group meeting 3rd. April 2018**

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

In attendance – Ellie Grant, 3rd year Planning Student at Sheffield University – for experience of neighbourhood planning

**1. Apologies**

 Apologies were received from Thelma Harvey (TH), Jen Donnelly (JD) & David Bearpark (DRB).

**2. Minutes of the meeting held on 14th March 2018**

The minutes were agreed as correct.

**3. Matters Arising from the 14 March Minutes**

Survey Monkey. **JD** to liaise directly with the DVS Committee – **KS**.

Timescales allowed for SCC and Examiner - **DC,** carried forward to next meeting.

Other matters arising dealt with on this meeting agenda.

**4. Reflections on the Forum Meeting.**

Presenters congratulated on the clarity and succinctness of their presentations. DB’s minutes of the Forum were accepted. Numbers attending to be added to the minutes of the meeting and the minutes unloaded to the DVS website with copies of the slides used– **KS**.

**5. Correspondence with Sarah Smith. (**The SEA screening process, draft Dore Plan conformity with SCC’s strategic policies, equalities assessment).

After considerable and detailed correspondence with SCC Planning, there is still a lack of clarity on these three points, especially as to whether a full SEA screening assessment will be required – with timetable implications. SCC could now have little doubt that the SG felt that a full assessment was not required and their reasons for so thinking. It was the case that Sarah had received the final version of the draft Plan on 26 March which cleared any obstacle to them consulting the Statutory consultees on an SCC screening opinion. In the absence of good reason from SCC for further delay the Neighbourhood Plan, Policies Map, Basic Conditions Statement and Consultation Statement will be, where necessary, revised and then submitted to the Planning Authorities as soon as possible after the pre-submission consultation. (Note an SEA is a Strategic Environmental Assessment and may be required in accordance with the European Directive 2001/42/EC if the NP is considered to have a significant environmental impact).

**6. Pre-Submission Consultation (**see CP’s e-mail of 29 March**)**

* 1. **What do the P-SC Consultees Need to See?**

We now have a finalised P-SC draft Plan text described as the April 2018 text. This will need to be available to consultees alongside the Policies Map.

* 1. **How to communicate with the consultees?**

The SG approved CP’s draft notice, subject to modest amendments, to go on the DVS website home page to launch the P-S Consultation – **CP** to arrange in consultation with **KS.**

We have two kinds of consultees: (i) statutory consultees; and (ii) those in our own community who may wish to comment when invited to do so. **CP** has prepared draft emails / letters for both groups which details: reason for the consultation, timescale for responses, and how to respond. The Statutory Consultees will receive a copy of the Neighbourhood Plan and Map and local consultees will be directed to the DVS website to view the NP and Map.

**CP** to finalise email and letters and to include invitation to local people to comment in the DVS website home page message at first paragraph above. In addition, paper copies of the NP and Map will be available at Totley and Eccleshall Libraries **(CP)** and at the DVS Committee Room on every Friday morning through the consultation period **(KS** ) and at two drop-in sessions at the DVS committee rooms on April 26th 7.00 – 8.30 and May 12th 10.00 – 12.00 noon.

Volunteers from the SG are required to assist KS at the Friday mornings in the DVS Committee Rooms, **DRB, PR. TH & JD** to send notice of availability to **KS** who will construct a rota.

**DC** to produce 10 copies of the finalised pre-submission NP & Map, for use in the libraries and for the paper consultations.

The finalised pre-submission copy is the version containing changes agreed at the last SG, changes as a result of the Forum, change to heritage assets list (local list) – see item 8.1 below.

To ensure that as many people as possible who live, work, visit or are educated in Dore are aware of the consultation, the consultation will be advertised via;

**·** DVS website invitation **– CP** to arrange in consultation with **KS.**

**·** Social media coverage – **KS** via Facebook, Next Door – **CP**

**·** Contact through schools/parents associations – **JD** to forward residents letter.

**·** Our notice-boards - **KS**

**·** Contact through Doreways – **CP** to arrange.

·         Via email to local organisations and businesses – **CP**

. By e-mail to DVS members for whom we have e-mail addresses - **KS**

* 1. **How are consultees asked to respond?**

There will be a deadline for responses of 45 days (slightly more than the statutory minimum) from initiation of the consultation. It is essential that all publicity and invitations to comment are in place on Day 1.

The primary response method will be electronic with a standard format in WORD attached to the emails and available on the website. A paper copy of the Form will be sent to the few consultees without email addresses.

The return address for electronic comments will be dnp@dorevillage.co.uk to ensure that all comments are visible to all SG members, or paper copies to **DC** which must be scanned and circulated to all SG members – **DC**

The format of the response Form - **DC** to finalise and distribute to **CP & KS.**

* 1. **How do we handle responses?**

 **TH & PR** will log the responses using a tabular format initially according to respondent alphabetically to ensure easy search by respondent and secondarily by Plan policy to ease analysis by Plan section and subject matter. Example initial log format below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Consultee | Organisation (if any) | Plan Paragraph or Policy Number | Comments Received / Issues Raised | Response from Neighbourhood Plan Steering Group |

There will be two SG meetings during the pre-submission period which along with considering The Basic Conditions Statement, Sustainability Development issues, any further correspondence with SCC and PDNPA and other items will review the progress of the consultation and consider comments received and possible responses.

* 1. **Timelines**

Target is to have all letters / emails (2), web notice (1), Response Form (paper and electronic), Neighbourhood Plan (electronic and 10 paper copies), Map (electronic copy and 10 paper copies) available by the 12th April. **CP, DC & KS** to determine when all documents are in place, initiate transmission and define start date. Consultation ends 45 days after that defined start date, e.g. end-May. **CP** to inform SG of initiation and finalisation date.

**7. Open Spaces.**

No changes to the current listing could be agreed.

**8. AOB.**

 **8.1 Heritage Assets (Local List).**

Slight DNP text amendment to make clear there will be a full consultation during the development of the Local List – **CP** to draft and forward to **DC** for inclusion in the final version of the NP to be used in the pre-submission consultation.

 **8.2 Sustainable Development**.

Paper circulated pre-meeting by CP which will be considered further at future SG meetings. Initial view is that balancing social / economic / environmental aspects is a necessity across a large area, e.g. city plan. At the micro level, e.g. a Neighbourhood Plan, there is less capacity to achieve perfect balance, not least because an NP is not in itself a comprehensive plan for the Neighbourhood Area but sits within the Local Plan. In Dore it would be odd if social and environmental were not more of a focus than economic given the setting of Dore and that the majority of the economic activity of the residents takes place outside Dore.

 **8.3 Other Documentation**

Current updatedBasic Conditions Statement and finalised pre-submission Plan to be circulated to all SG members (electronically) by **DC.**

**9. Dates of Next Meetings**

7.30pm on Tuesday 17 April

7.30pm on Wednesday 16 May