

## Dore Neighbourhood Forum

### Steering Group meeting 14th August 2019

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

#### Apologies

1. There were no apologies, all present.

#### Minutes of the meeting held on 3rd July 2019.

2. The minutes were agreed as a correct record.

#### Matters arising on the Minutes.

3. With regard to minute 7, it was noted that the draft DNP had been submitted as planned for an informal validation; and that it had been reviewed by both SCC and PDNPA, with their comments received on 25th July. No significant comments had been made; but in the light of those comments, some members of the SG had met on 2nd August work to discuss what actions should be taken. Following this, work had proceeded in making adjustments to the Consultation Statement and the Basic Conditions Statement, with the updated versions to be discussed later on this agenda.
4. Also referring to minute 7, the sub-committee meeting discussed how the Evidence should be presented, bearing in mind the comments from SCC that this should not be within the Consultation Statement. It was agreed that it should indeed remain within this Statement, but within a separate appendix. PR has completed this.
5. With regard to minute 11, KS and CP did meet with DS Creative on 10th July. The alternative version of the DNP will be discussed later on the agenda.
6. There were no other matters arising on the minutes.

#### Signing off the Neighbourhood Plan and supporting documents for submission.

7. We have virtually got to a conclusion in producing all the necessary documents:
  - The Policies Map. Agreed that the version already used for the draft submission is the final version.
  - The Plan itself is virtually ready. **DC needs to** provide the attribution for the aerial photograph, check that the very recent PDPNA document is referred to, extend the green background fully over DN2, and ensure that the annotations for sub-sections are consistent. **DC will produce** an updated version tomorrow.
  - The Basic Conditions Statement emailed by DC on 10th August, agreed as the final version (note: it excludes any reference to Human Rights). It has been proofread.
  - The Screening Opinions have not changed; but following Sarah's comment, we do need to incorporate the 6 extensive appendices to the HRA. **PR has these and will send** them to CP so that he has them ready for the formal submission package.
  - With the Consultation Statement, the last version sent by PR on 13th August is now the final version, and this was agreed. This has been partly proofread; but the extensive middle section with all the tables has not been. **SG members were** invited to do this over the next week, although remembering that the comments made by others have been included verbatim and should not be altered.
  - The Evidence Statement has been completed by PR and is now on the DVS website in its entirety. Notwithstanding the suggestion from Sarah, we decided to keep all the Evidence together and as an appendix to the Consultation Statement.

#### Redesigning and Printing the Neighbourhood Plan.

8. KS outlined the discussions he had had with Nadia from DS Creative, pointing out that Nadia had now produced a fuller version of the DNP; but that she did need advice on some matters. The prototype received from her had been emailed to SG members.
9. DRB outlined his thoughts & views on the layout, as set out in his email of 13th August.

10. Discussion then centred on whether the approach adopted by Nadia produced a more “user friendly” version of the DNP. There were differing views around the table but eventually it was decided that the layout used in the original version (with text flowing across the whole page) was preferable to the double column approach used by Nadia.
11. However, there were several aspects of Nadia’s version which were preferable, including the font used, the association of text with photographs on certain pages, the use of shading of text. It would prove extremely difficult for us to amalgamate these advantages into our layout version.
12. Accordingly, it was agreed that we should arrange for Nadia to re-design her DNP version to reflect the layout required.
13. In order to do this we would need the following steps:
  - SG members to meet to go through the two versions page by page in order to decide which elements of each were preferred. This was arranged for Friday 16th August at 2.00pm, with **CP, DC and KS available**.
  - This meeting would conclude with one hard copy with annotations setting out the preferences. **KS will arrange to print** out a copy of the Plan for this purpose.
  - Nadia would then produce an updated version incorporating all our decisions, which would then be available to us to review, before confirming it as final.
  - At this point, subject to the amendment of any changes identified, a final version from Nadia would then need proofreading.
14. **KS will speak to Nadia** to see if she will be able to meet on either next Monday (a.m. or p.m.) or Tuesday afternoon. Members available to meet her then **are KS and CP**.
15. Hopefully, Nadia would be able to produce an amended version of the Plan before the end of next week; **KS will check** her availability to do this and inform SG members.

#### **Cover Photograph for the DNP.**

16. DRB had spoken to John Doornkamp, explaining that we wanted a good quality photograph which represented Dore; and DRB had circulated the ones provided.
17. The first stage in the discussion was to agree that a photograph should not cover the whole of the page, so allowing for the essential text to be clear. After discussion of the photographs circulated, the consensus was that the best approach would be to have on the cover a **cluster of small photographs**, including the ones provided by John Doornkamp, which showed various aspects of Dore.
18. **DRB will ask John** if he has a good photograph looking over Dore from the Moor, to form part of this cluster; and **CP will see** what other photographs he may have (of the requisite quality for publishing).
19. As for text on the cover, it was agreed that this should simply be “Dore Neighbourhood Plan” and setting out the period of years it was to cover (2019 to 2035). In addition, it would say Dore Neighbourhood Forum at the foot of the page, to show the authorship of the document. Whether to include the date of the submission, as being August 2019, was not formally decided.

#### **Timing of Submission and covering letter.**

20. The actual date for submission would depend on how speedily Nadia would be able to provide the amended version of the Plan. However, subject to this, it was hoped that we may still be able to submit by the end of August; although it seems that we still have a bit more flexibility in the context of the SCC Reg18 publication.
21. As for the covering letter, it was agreed that this should simply attach the requisite documents and not seek to justify any actions: the documents covered these.

#### **Publicity.**

22. It was agreed that after the formal submission, we should inform the local community through our usual channels, but we should not seek to instigate wider publicity.

**Date of next Meeting.**

23. A date to suit everyone over the next two weeks proved difficult; and it was difficult to know for certain at this point when we were likely to have a final version for approval.
24. Accordingly, the next meeting was arranged *provisionally* for Thursday 29th August at the usual venue, in the DVS meeting room at the Old School.
25. As more information became available from Nadia, **CP would email SG** members about the likely timescale.

David Bearpark  
15th August 2019.