

Dore Neighbourhood Forum

Steering Group meeting 4th May 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

1. Apologies were received from David Heslop, who was unable to attend for health reasons. David also sent his apologies for missing a number of past meetings, all due to pre-arranged holidays, and had offered his resignation from the group. The group felt that his experience would be beneficial in the coming months and so he will be asked to continue (**DRB**).

Minutes of the meeting held on 6th April 2016.

2. It was requested that the wording at the beginning of minute 9 was amended to make the situation clearer. Apart from that, the minutes were agreed as a correct record.

Matters arising on the minutes.

3. Minute 3, information packs: AP has now placed in the DVS room a pack containing all the information to date. **AP** will ensure that this is kept up to date.
4. Minutes 9 to 11. This had been delayed. Matthew Shaw had received the information and had pointed out that there was no consistency in the various documents as to style, typeface etc. Accordingly KS had spent time arranging the documents into a common format. He had also converted them from Microsoft Word to PDF. **MS will upload** this information onto the website over this coming weekend. After some discussion it was agreed that, rather than trying to get all minute takers to adopt a common format, we would continue with this approach i.e. **KS to format** them and transmit to MS. Once the upload is complete, **KS undertook** to ensure that the Forum was the permanent first item in the news section of the DVS website. Also, when the website has been populated with all the documents, notices to that effect will be put in the noticeboards (**AP**) and highlighted on Streetlife (**KS**).
5. Minute 18. Four WGs are still to meet to discuss the WG workshop. The last one is 12th May.
6. Minute 23. This had been done.
7. Minute 25. CP completed this on 15th April.
8. Minute 30. This needed to be resolved asap. **DC agreed to contact** the Peak Park to see if they would take on this role. Otherwise we could ask Whittington Goddard.
9. Minute 14. This was discussed at item 12 below.

Drop-in Consultation Event on 25th May.

10. With regard to the printing of the leaflets, it was reported that they had arrived (5000 of them) at Amyra's this afternoon. AP was thanked for progressing this so effectively.
11. As for their delivery, they would be collected tomorrow and **PR** will then count them all into bundles and take the packs to those individuals who are to take them to the individual deliverers. They should be at the individual deliverers by 10th May and then be delivered to households by 15th May. **PR** will email all involved with the timings.
12. Jen will ensure that, either by email or by hard copy, all parents at the Primary School will receive a copy of the leaflet. With regard to other organisations, **each member of the SG** should think of organisations in Dore and share that by email. **PR and CP** will then ensure that copies are distributed to those organisations and to businesses in the village.
13. The D2D coverage had been actioned with an article by CP.
14. As for preparation for the WG workshop, it was agreed that we would use the tables and chairs already in the Methodist Church room and the display boards from the DVS room. Actions agreed were: **TH** will get the key from the florist prior to 5.00pm; **all SG members** will get to the DVS room by 5.00pm to arrange the transfer of display boards; **TH** will organise the stationery (to include pens, paper, post-it notes); **JD** will get labels for names and prepare a Banner type Heading Title for each WG's stall. **JD** will also contact some helpers to provide tea and coffee.

15. It was agreed that there should be a Reception/SG stall at the entrance into the room, so that all those attending could be registered and SG members could seek to help with any DNF-wide questions. KS noted that he would be there to address any questions relating to car parking.
16. Documentation for each stall should, as a minimum, consist of the relevant map, vision statement, statement of objectives, list of consultations in hand and the key pithy questions. For the SG stall, this should consist of at least a map of the DNF area and the list of members of each WG and the SG. **DC undertook** to ensure that all this was produced for each stall.
17. **CP** will write to all WG members explaining how the event will be handled, what items will be there and asking WG members to attend the event and to confirm that they will be there.
18. A member of each WG needs to take the role of collating and recording all comments made at their stall. **DC to organise.** This information to be passed to the SG and the WGs by 1st June.
19. It was noted that the cost of producing leaflets was about £110. It was agreed that this should be presented to the DVS treasurer (Colin Robinson) for payment.

Autumn Exhibition/Public Meeting.

20. As previously informed by email, King Egbert School was unavailable for the proposed date of 24th September. Of the alternative dates, it was agreed to choose 1st October. **DC** to contact the school and confirm this date and inform SG members. **CP** then to inform Kevin Harris. It was tentatively agreed that the school hall would be booked from 12.00 to 17.30, with the event taking place between 13.00 and 17.00.

Neighbourhood Plan issues outside individual subject WGs.

21. Members discussed the need to ensure that Forum-wide issues were identified and addressed by the SG. The DNF would need to incorporate narrative about the background to Forums, how the Plan had been prepared etc; and the essence of this was what had been in the D2D articles. There were also the processes relating to the legislative requirements that the SG would need to address, as well as the possibility of community infrastructure funds (the working of which was not yet entirely clear). In addition, the SG would need to look at overlaps between the WGs. The timing of this would have to be between the end of May and the end of July, because the draft DNF would need to go out by the end of August. We would also need to talk to Sarah Smith at the Council to make sure that all the points that she had previously raised on our first early draft had been addressed and that any further guidance from the Council had been assessed. The next meeting of the SG would focus on this; and **DC** would summarise how our present situation addressed the points raised by Sarah.
22. In addition, although not of immediate priority, we also needed to discuss further the power of Forums to identify community assets and place constraints on their disposal, to award community development orders and approve the right to build.

Subsequent stages.

23. Discussion then moved onto the subsequent stages. It was agreed that the WGs needed to meet again early in June, following the workshop, and produce their updated recommendations for the SG by the end of June. The SG would then need to reflect on these and use them to produce a Draft Neighbourhood Plan. This would need to be completed by the end of July, to go out in early August, for consultation at the Exhibition/Public Meeting (provisionally 1st October). It must go to all households in Dore and be placed on the DVS website. Note that the copy deadline for the Autumn edition of D2D is c.25th July, with publication on c.19th August.
24. Following this Exhibition/Public Meeting, the SG will need to consider the results of the consultation and then present the Draft Neighbourhood Plan to a meeting of the DNF. Discussion of a possible date for this was deferred to the next meeting.

Any Other Business.

25. The Group confirmed that they would like to have a stall at the Dore Show to further publicise the DNF. **DRB** is to contact Christina Stark who handles such things for the Dore Show.
26. A query was raised about the final approval process of the Neighbourhood Plan. It was reiterated that this was the decision of the Forum (which consists of all members of the DVS) and not the DVS committee. Future roles of the DNF needed to be considered in due course.

Next Meeting

27. The next meeting was arranged for 7.30pm on Wednesday 29th June 2016.

SUMMARY OF KEY DATES

The following brings out from the above text the **key dates** agreed.

1. WG workshop Wednesday 25th May.
2. All comments received on 25th to be passed to the SG and each WG by 1st June.
3. Each WG group meets again and provides updates to the SG by the end of June.
4. Preparation of a Draft Neighbourhood Plan by the SG to be completed by the end of July.
5. Publication of the Draft DNP by mid-August.
6. Public Consultation/Exhibition on Saturday 1st October. (Now confirmed)
7. SG then to conclude the proposed Draft DNP by ???
8. Formal meeting of the DNF then needs to be organised to consider the proposed Draft DNP.

David Bearpark

9th May 2016