

NOTES of the Meeting of the **NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP** held on Wednesday 4th August, 2021 at 5.30pm at the Council Chamber, Drake Road, Tavistock.

PRESENT

Councillors J Ellis, A Hutton, U Mann (Chairman), H Smith,
Volunteers - K Woodward (Voluntary/Community Representative), S Spackman (Heritage/History Representative).

IN ATTENDANCE

Town Clerk

1. APOLOGIES FOR ABSENCE

An apology for absence had been received from J Sanders (Business/Commerce Representative).

2. INTRODUCTIONS

It being the inaugural meeting at which Volunteers were in attendance there was a short period of introductions and a welcome from the Chairman, including an overview of the planning process.

3. DECLARATION OF INTEREST

There were no declarations of interest.

4. CONFIRMATION OF NOTES

The Steering Group

- a) received and confirmed the notes of the initial Meeting (of Councillors) held on 1st July 2021 (Appendix 1).
- b) received and reviewed the notes of the virtual meeting held with the Local Planning Authority on 21st July, 2021 and the supplementary questions arising (Appendix 2).

5. GOVERNANCE MATTERS

- a) The Steering Group received and noted the Terms of Reference as agreed by Council, which set out, amongst others, the remit of the Steering Group and associated matters (Appendix 3).

Members in attendance signed the terms of reference.

- b) The Steering Group received and (for volunteer members) signed, copies of the Volunteer Agreement and Volunteer Policy (Appendices 4-5) and further noted the Steering Group Member Expenses Scheme and associated Expenses Claim Form (Appendices 6-7).

- c) The Steering Group received and reviewed the arrangements for its operation as set out in Development Management and Licensing Committee Minute Number 69 (Appendix 8) and the accompanying report (Appendix 9). These set out, amongst others, early priorities for the Steering Group including:
- appointment of a Project Manager;
 - development of a Project Plan, Risk Register (and timeline to completion) and Progress Report;
 - an indicative Budget;
 - Project Communication and Engagement Plan;
 - Delivery and analysis of the 'Initial Questionnaire'.

It was further noted that a WhatsApp group had been established whereby members of the Steering Group could communicate with one another in a safe space.

6. OFFICE HOLDERS – APPOINTMENTS

The Steering Group considered arrangements for the appointment of a Secretary and a Finance Officer, arising from which it was:-

AGREED THAT

- a) Secretary – insofar as minutes and agendas were concerned be undertaken by the Assistant to the Town Clerk until the completion of the initial questionnaire process when the Steering Group would have the opportunity to select from its full membership complement;
- b) Finance Officer - Councillor H Smith.

7. MEMBER TRAINING

The Steering Group discussed prospective opportunities and arrangements in connection with member training. Arising therefrom it was:-

AGREED THAT one or two other Councils who had substantially completed a Neighbourhood Development Plan (such as Kingsbridge) be invited to present to a future meeting of the Steering Group on their experience. In particular what had gone well, what had not (and why) and their suggestions for a successful Neighbourhood Development Plan process.

8. PROJECT MANAGER

The Steering Group discussed potential arrangements for the procurement of a Project Manager to support the initial stages of the process together with an associated copy draft Role Brief (Appendix 10) and Tender Response Form (Appendix 11).

In the ensuing discussion reference was made to the skills and attributes sought from prospective appointees and arrangements for engagement. The importance attached to effective community consultation and communication from the outset was stressed.

It was further noted that core outputs from the project manager tenure would assist in embedding early governance arrangements - working with the group to develop an indicative Budget, initial Project Plan, Consultation and Engagement Plan and deliver the Initial Questionnaire including data analysis (Minute 5(c) above refers).

AGREED THAT the draft Role Brief and Tender Response Form be adopted as the basis for engagement of a Project Manager in September and arrangements be put in hand for same immediately after the August recess - focussing initially upon those providers whose services had been recommended.

Noted that:-

- i) the Steering Group was advised that a website had been purchased – tavistockplan.info.
- ii) the importance of:
 - being able to access hard to reach groups and a diversity of demographic and economic sectors throughout the life cycle of the Neighbourhood Development Plan;
 - the effective use of consultancy time and adherence to project budget; were stressed.
- iii) It was acknowledged that there were some continuing uncertainties regarding the views of the Local Planning Authority in connection with matters such as housing and employment land allocations. These continued to be progressed with the LPA in anticipation that Autumn would add clarity to the situation.

9. DATE OF NEXT MEETING

AGREED THAT the next Meeting of the Steering Group be held on a date to be arranged.

Noted that: Councillor A Hutton left the meeting at 7.02 pm.

The Meeting closed at 7.08 pm.

Signed:

Dated:
CHAIRMAN