

## **AGENDA ITEM 7a**

**NOTES** of the Meeting of the **NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP** held on Wednesday 29 September, 2021 at 5.30pm (virtual meeting).

### **PRESENT**

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

### **IN ATTENDANCE**

Town Clerk

### **10. APOLOGIES FOR ABSENCE**

No apologies for absence had been received – all members were present.

### **11 DECLARATION OF INTEREST**

There were no declarations of interest.

### **12 CONFIRMATION OF NOTES**

The Steering Group

- a) Received and confirmed (subject to the deletion of “Woodward”, and the insertion of “Nolan”, in the list of those present) the Notes of the Meeting of the Neighbourhood Development Plan Steering Group held on 4<sup>th</sup> August, 2021 (Appendix 1)
- b) Received and reviewed the Notes of the informal information event with other plan groups held virtually on 8<sup>th</sup> September, 2021 (Appendix 2).

Noted that in the discussion arising particular reference was made to matters discussed at the session, including, but not limited to:-

- (a) the respective roles of Community and Council in the Neighbourhood Development Planning process;
- (b) the potential styles and formats for meetings and activities;
- (c) membership of the Steering Group;
- (d) accessibility of resources, including on various websites;
- (e) anticipated level of workload/duration for delivery of a plan and volunteer options;
- (f) role of the Local Planning Authority.

### **13 REPORTS**

The Steering Group received the following reports from office holders: -

- (a) Chairman – an update regarding levels of interest, the potential for enhanced lay involvement and time commitments associated with the project together with the potential for enhancing public involvement in the process. The views of prospective tenderers for services and the option of not proceeding with the Project Manager appointment at the current stage was noted together with potentially transferrable work undertaken in Liskeard.
- (b) Finance Officer – A schedule indicating at total spend of £121.58 to date and the associated breakdown against authorised expenditure heads was noted.
- (c) Secretary – This position was currently vacant.

### **14 OPERATING ARRANGEMENTS**

The Steering Group proceeded to discuss a range of prospective operating arrangements. In particular with reference to enhancing public involvement, the potential co-option of non-voting volunteers who had specific skill sets needed to assist the project together with other matters relating to the terms of reference. It was noted that skills were sought, in particular, in connection with secretarial services and website design.

In the ensuing discussion reference was made to a range of matters including the emphasis attached to the conduct of the initial consultation exercise, arrangements best suited to achieve same, introduction of a public participation section within Steering Group agendas and prospective arrangements for future meetings (with the emphasis on physical meetings). The distinction was also drawn between volunteers generally supporting the project, and the potential to co-opt, temporarily to the Steering Group itself, to fill the two roles listed above.

### **15 PROJECT MANAGEMENT SERVICES**

(**CONFIDENTIAL**- by virtue of relating to commercial/ contractual matters)

Tenders had been invited from a select tender list of four providers, of which one had been received from Sandover Associates. Having reviewed the submission made as against the brief the Steering Group proceeded to interview the prospective provider.

Following the closure of the interview the Steering Group considered the submission in the round. In the ensuing discussion reference was made, in particular, to the matter of timing in any appointment, whether in the view of the Steering Group the work identified in the brief could better be undertaken by it and volunteers than a Project Manager and matters appertaining to increasing public knowledge of, and engagement in, the

Neighbourhood Development Plan process prior to conduct of the Initial Questionnaire.

The Meeting came out of confidential session.  
Arising from the foregoing it was

AGREED THAT the Steering Group not proceed with the appointment of a Project Manager at the current time but undertake itself to design, develop and deliver the prescribed outputs of:

- An indicative project plan (covering the period, insofar as reasonably practicable at this stage, from area designation to plan adoption) and accompanying Risk Register;
- An indicative Consultation and Engagement Plan covering the stages of the NDP process from area designation to planned adoption;
- Detailed reporting/performance monitoring arrangements for the NDP;
- The detailed preparation of the Initial Questionnaire/consultation arrangements and associated analysis;
- An indicative draft budget for consideration by Council in the Autumn 2021 budget setting round identifying costs – predicted and possible together with potential sources of funding together with the other outputs as identified in the consultancy brief.

Moreover, in order to achieve same it was further  
AGREED THAT

- Mesdames Mann, Spackman and Nolan meet (other members of the Steering Group to be invited if/ as available) to scope an information / engagement session and associated publicity to the community in connection with generating interest in a Neighbourhood Development Plan for the Town;
- Following the above an informal meeting of the Steering Group to be held on Thursday 21 October, 2021 to review progress;
- The next formal Meeting of the Steering Group being held on Wednesday 10 November, 2021 and thereafter meetings be scheduled on the second Wednesday of each month at 5:30pm – meetings being held physically and the agenda to include a section at the commencement of the meeting to enable public participation at that point on matters pertinent to a Neighbourhood Development Plan for the Town.

The Meeting closed at 7:17pm

Signed:

Dated:  
CHAIRMAN