

# **Ross-on-Wye Town Council**

## **Minutes of the Meeting of the Ross-on-Wye Neighbourhood Plan Steering Group held on Thursday 15 October 2015 at 7.15pm at The Larruperz Centre, Ross-on-Wye, HR9 7QD**

**Present:** Melvin Reynolds – Chairman  
Dennis Humble, Ian Murray, Sam Phillips, Jane Roberts, Caroline Utting

**In attendance:** Amanda Smith – Assistant Town Clerk

### **NP15/10 23 Welcome and apologies**

The Chairperson, Melvin Reynolds, welcomed members of the steering group present at the meeting. Apologies for absence had been received from Chris Bartrum, Caroline Bennett and James Weatherhead.

### **NP15/10 24 Minutes of the last meeting on 17 September 2015**

The minutes of the meeting held on 17 September 2015 were approved.

### **NP15/10 25 Matters arising from minutes of last meeting**

There were no matters arising other than items on the agenda.

### **NP15/10 26 Update of Consultation on Objectives and Specifications for provision of Consultancy**

Following on from the previous meeting, a further discussion took place on the consultancies/businesses that should be invited to bid. It was agreed that the following six consultancies should be contacted by covering email/letter and attachments:

Data Orchard  
Foxley Tagg Planning  
Kirkwells  
Localism Network  
Claire Rawlings  
ECA CIC

The Assistant Clerk and Melvin Reynolds would write the covering email/letter that would be sent out with the Draft Objectives and Specification for Provision of Consultancy to invite them to bid for the first phase and to express whether or not they have an interest in bidding for the second phase.

The email would invite them to provide an estimate of costs of undertaking the preparation of a publicity package to support the consultation process and to indicate whether they would be interested in bidding to undertake the subsequent consultation process itself. Any suggestions they wished to make about adjustments to the programme would be welcome.

To be considered for the work they would need to include with their estimate an outline of their proposed approach to the preparation of a publicity package to support the consultation process, a summary of their relevant experience, a plan setting out how they would propose to programme the work and a breakdown of their estimate including details of staff and their date rates.

**NP15/10      27      Update of Funding and Budget**

The Assistant Clerk was progressing with the new grant funding applications. She reported that the Steering Group would need to formally apply to Ross Town Council for the £10,000 that had been allocated for the Town Plan Implementation in order that this money could be used for funding the consultancy provision.

The Assistant Clerk reported that the Town Clerk had provisionally put a figure of £15,000 in the budget for the Neighbourhood Plan for April 2016 to March 2017. Jane Roberts suggested that this figure should be increased to £25,000 and all were in agreement. Amanda would inform the Town Clerk of this request in order for consideration by the Town Council Finance Committee.

**NP15/10      28      Any other business**

The Assistant Clerk confirmed that she would be attending a meeting on Neighbourhood Development Plans for Town and Country – How you can enhance and protect your local landscapes- on 3<sup>rd</sup> November between 7.30pm and 9.30pm at Bartestree Village Hall.

Melvin Reynold informed the Steering Group of a Herefordshire Council Neighbourhood Planning team workshop on Neighbourhood Planning submission and examination stage - to help understand the next steps and how the plan is examined. The workshop is taking place on 18<sup>th</sup> November between 10.00am and 12.00 mid-day at the Museum and Resource Learning Centre, Friar Street, Hereford. Melvin and Caroline Utting agreed to attend the meeting.

Caroline Utting agreed that she would pay the meeting room hire charge out of ROWTOP funds.

**NP15/10      29      Date of next meeting**

Thursday 19<sup>th</sup> November 2015.

**PLEASE NOTE THE MEETING IN NOVEMBER HAS NOW BEEN CANCELLED – THE DATE OF THE NEXT MEETING WILL NOW BE ON THURSDAY 17<sup>TH</sup> DECEMBER 2015.**