

Ross-on-Wye Town Council

Minutes of the Meeting of the Ross-on-Wye Neighbourhood Plan Steering Group held on Thursday 17 September 2015 at 7.15pm at The Larruperz Centre, Ross-on-Wye, HR9 7QD

Present: Melvin Reynolds – Chairman
Caroline Bennett, Dennis Humble, Jane Roberts, James Weatherhead
(Chris Bartrum – at end of meeting)

In attendance: Amanda Smith – Assistant Town Clerk

NP15/09 16 Welcome, introductions and apologies

The Chairperson, Melvin Reynolds, welcomed and introduced the members of the steering group present at the meeting. Apologies for absence had been received from Chris Bartrum, Hannah Lerego and Caroline Utting.

NP15/09 17 Minutes of the last meetings on 16 July and 27 August 2015

The minutes of both meetings held on 16 July and 27 August 2015 were approved.

NP15/09 18 Matters arising from minutes of last meetings

There were no matters arising other than those referred to in item 19 on the outcome of the Full Town Council Meeting.

NP15/09 19 Outcome of Full Town Council Meeting held on 14 September 2015 in relation to Ross-on-Wye Neighbourhood Plan

The Chairperson reported that the recommendations for the Terms of Reference, Objectives, Consultancy Specification and process of procurement of professional services to deliver the publicity and consultation work had been unanimously approved at the Full Town Council Meeting.

The Chairperson confirmed that the final version of the Terms of Reference state that the membership of the Steering Group will be made up of a good cross-section of the community including Town Councillors. The Steering Group will elect a chairperson and will be supported with administrative assistance from the Assistant Clerk. Councillors who are members of the Steering Group will liaise and provide regular reports between the Steering Group and the Town Council. A record of meetings will be kept and notes circulated to Steering Group members and the Town Council. All grants and funding will be applied for and held by the Town Council and approval of all planned expenditure will be sought by the Town Council before actual costs are incurred. The Town Clerk will keep a record of expenditure supported by receipted invoices and will review and update the budget.

With regard to funding, the two grants of £6,300 from CDF and £10,000 from the Lottery Fund will be repaid as the terms of the grant funding have not been met. However, the

Town Clerk has been given delegated authority to re-apply for grant funding for the Neighbourhood Plan and also given delegated authority to authorise expenditure for the Neighbourhood Plan Steering Group within the allocated budget approved by Council.

The Assistant Clerk reported that £6,000 had been allocated from the Town Council budget for the Neighbourhood Plan. She would check what would be budgeted for the Neighbourhood Plan in the next three year rolling budget from April 2016. She also reported that she had arranged to meet up with David Ravenscroft in order to commence new grant funding applications.

The Chairperson confirmed that there will be two separate phases of formal consultation. The first phase will be on the Draft Objectives which is planned to run from November 2015 to January 2016. The second phase will be consultation on the Neighbourhood Development Plan itself, with a target start in the summer or autumn of 2016. This would mean that the examination, referendum and adoption of the Plan would be in the first half of 2017.

The Assistant Clerk will ask the Town Clerk for the copies of the re-drafted/final versions of Terms of Reference, Objectives and Specification for provision of Consultancy documents.

NP15/09 20 Consultation on Objectives and Specifications for provision of consultancy documents/bidding process – next steps

The Chairperson confirmed that at the beginning of October we would write to consultancies/businesses, attaching the Draft Objectives and Specification for provision of consultancy, and invite them to tender for the first phase: 1 Publicity and 2 Consultation and to express whether or not they have an interest to tender for the second stage: 3 Data entry and consolidation from questionnaire to website, 4 Analysis of questionnaire and website data results, 5 Attendance at monthly NP steering group meetings, 6 Attendance at one or two Ross Town Council meetings to report the results of the consultation, 7 Report on the vision and objectives needed for community aspirations to be met at the NP examination stage, 8 Promoting opportunities for residents to become involved with Phase 2 of the NP (framing detailed policies to meet the objectives).

The Chairperson thought that six consultancies/businesses should be invited to bid – made up of three technical consultancies and three local businesses. The Assistant Clerk will check with the Town Clerk about any legal requirements regarding the documentation to be sent out, the number of quotations to tender that should be received and obtain details of possible consultancies/businesses to invite to tender. She will also speak to the Town Clerk regarding the £10,000 that has been allocated for the Town Plan Implementation and whether this money could be used for funding the consultancy provision.

NP15/09 21 Any other business

It was agreed that the Assistant Clerk would speak to Caroline Utting and the Town Clerk regarding the payment of the room hire for the meeting and whether this could come from the Town Council or ROWTOP funds.

NP15/09 22 Date of next meeting

The date of the next meeting will be Thursday 15th October 2015.