

Ross-on-Wye Town Council

Minutes of the Meeting of the Ross-on-Wye Neighbourhood Plan Steering Group held on Thursday 21 January 2016 at 6.30pm at The Larruperz Centre, Ross-on-Wye, HR9 7QD

Present: Melvin Reynolds – Chairman
Chris Bartrum, Dennis Humble, David Ravenscroft, Caroline Utting, James Weatherhead, Andrew Wilson

In attendance: Amanda Smith – Assistant Town Clerk

NP16/01 30 Welcome and Apologies

The Chairperson, Melvin Reynolds, welcomed members of the Steering Group present at the meeting. Apologies for absence had been received from Caroline Bennett and Jane Roberts.

NP16/01 31 Update on funding and budget

The Assistant Clerk was progressing with the new grant funding applications – she had applied to the Big Lottery Fund for £10,000 and would apply in February to the Community Locality Fund for £8,000. Ross Town Council has £16,000 of funds to be spent on the Neighbourhood Development Plan (£10,000 that had been allocated for the Town Plan Implementation and £6,000 already budgeted for the NDP).

NP16/01 32 Briefing on context of Presentations and on decision making for recommendation to Full Council

Melvin briefed members of the Steering Group about the two consultancies who were about to give presentations and the fact that they had both be asked to outline their intended approach and relevant capabilities – and to comment briefly in particular on:

Whether in their view the Specification represented an appropriate first phase approach to the preparation of the NDP.

How far their Proposal and costs as submitted will meet the requirements of the Specification and the potential costs of dealing with any aspects which will not be covered, particularly if they believe these will need to be undertaken as part of a subsequent assignment.

The extent to which they believe they will be able to ‘add value’ in the collection and reporting of information from the consultation process.

Any particular challenges they anticipate in relation to this first phase work.

What potential role – if any – they envisage for their consultancy in relation to the subsequent plan preparation process and any thoughts they have on the overall budgetary provision which the Council should make for the process as a whole.

NP16/01 33 Presentations by Consultancies for the provision of support in relation to the preparation of the Neighbourhood Development Plan

Presentation 1 – Place Studio gave their presentation followed by questions (details of presentation are available).

Presentation 2 – Data Orchard gave their presentation followed by questions (details of presentation are available).

NP16/01 34 Discussion and recommendation to Full Council and actions arising

After a general discussion about the two presentations it was agreed that the Steering Group would like to appoint Place Studio (Presentation 1) to assist with the Neighbourhood Development Plan. Although the two consultancies presented well it was felt that Place Studio had a more creative approach to engaging with and involving the local community. In addition their estimate of timescale and cost for seeing the Neighbourhood Development Plan through from start to finish was more attractive – a subsequent meeting would be held with Place Studio to establish a detailed and fully costed work programme.

A vote was taken and six members of the Steering Group were in favour of appointing Place Studio and one member was against/in favour of appointing Data Orchard.

Amanda agreed to inform the Town Clerk of the decision and check if she was then in a position to inform both consultancies of the decision to appoint Place Studio.

NP16/01 35 Minutes of the last meeting held on 15th October 2015

To be discussed at the next meeting.

NP16/01 36 Matters arising from minutes of last meeting

To be discussed at the next meeting.

NP16/01 37 Any other business

There was no other business. The meeting closed at 9.25pm.

NP16/01 38 Date of next meeting

Thursday 18th February 2016.