**Neighbourhood Plan – Report to Operations Committee November 2017**

**Catherine Marlton – Town Clerk**

**Proposed project plan:**

* October Full Council - discussion by Councillors about concerns raised and proposal for additional resources. Extraordinary Full Council meeting called COMPLETE
* October 16th Extraordinary Full Council – resolutions as above. COMPLETE
* During October (closes 3rd November) – extended community consultation period
* 2nd November at 5.30pm – Operations Committee considers this report.
* 6th November at 7pm – Full Council considers the minutes of the 16th October meeting, the Operations Committee report and recommendations.
* During November – NP Coordinator to collate and analyse responses from all consultation to date. Produce plan for formal consultation.
* November 28th at 7pm – public meeting held in the Rowing Club on Steamer Quay. Independent facilitation needed.
* 4th December at 7pm – Full Council considers feedback from the public meeting, the NP budget, project plan and staffing implications
* December – comments and suggestions from public meeting fed back to the extended NP Steering Group
* January Full Council – consideration of the formal consultation plan and update on project plan
* January 17th 2018 – Neighbourhood Plan Steering Group to continue discussing amendments to draft plan.
* February 21st 2018 – Neighbourhood Plan Steering Group to sign off final draft
* March 5th 2018 – Full Council to ratify the final draft
* Mid March – End of April - formal consultation period
* During May - collation of responses and any minor amendments made.
* May Neighbourhood Plan Steering Group to sign off amended plan
* June Full Council - agreeing the final version for submission to the Examiner
* October/November 2018 estimated response from examiner, amendments to be made, submitted to SHDC for referendum.
* September/October 2018 publicity needed to encourage the community to vote on the referendum.

**Current budget:**

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| **2017/18 budget – Neighbourhood Plan** |
| **£15,000.00** | **2017/18 Budget** |
| -£1,200.00 | Coordinator cost April |
| -£1,350.00 | Coordinator Cost May |
| -£1,200.00 | Coordinator Cost June |
| -£1,500.00 | Coordinator Cost July |
| -£1,200.00 | Coordinator Cost August |
| -£204.23 | Informal consultation Room hire, publicity etc |
| -£1,200.00 | Coordinator September |
| -£187.50 | Room hire September |
| -£83.40 | Website Hosting renewal |
| -£48.00 | Room Hire October |
| -£141.60 | Students October – re detailed map work |
| -£1,200.00 | Coordinator October |
| -£1,200.00 | Coordinator November 2017 |
| -£1,200.00 | Coordinator December 2017 |
| **= £4285.27** | **REMAINDER FROM JANUARY – MARCH 2018** |

**Previous expenditure:**

The Neighbourhood Plan started in 2014. The expenditure has been as follows:

* 2014/15 - £2500 on Coordinator (funded by grant)
* 2015/16 - £26487.75 (£25817.50 funded by grant and £670.25 by the Town Council)
* 2016/17 - £22522.90 (£18185.39 funded by the Town Council and £4337.51 by grant)
* 2017/18 - £15,000 initially allocated by the Town Council at the start of the year

GRANT FUNDING = £28987.75

TOWN COUNCIL FUNDING = £33855.64

**Clerk recommendations for Councillors to consider:**

1. To approve the 28th November public meeting date, time and location.

2. To approve the format and agenda of the 28th November public meeting, including having an independent facilitator

Proposal for Public meeting format FOR DISCUSSION

Facilitator – ??

Chair - ??

Location – Totnes Rowing Club (TBC)

Time – 7pm

Free refreshments provided

Agenda:

1. To hear a background on the purpose of the meeting, why it is so important for members of the community to engage

2. To update on the latest

3. Informal interactive sessions for the community to lead with ideas/priorities/concerns and to feedback in writing or verbally.

4. Explanation on the next steps in the project plan.

3. To approve an estimated £500 cost for the public meeting on 28th November – to be funded from the Community Outreach budget line.

4. To consider how the NP budget expenditure should be monitored and authorised given that there is still a lot to do and most of the budget is already allocated.