



AGENDA FOR THE OPERATIONS COMMITTEE
MONDAY 27TH NOVEMBER 2017 AT THE GUILDHALL TOTNES

You are hereby summoned to attend the Operations Committee Meeting, which is to be held in the Guildhall, Totnes on **Monday 27th November 2017 at 5pm** for the purpose of transacting the following business:

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	
	<i>The Committee will adjourn for the following item:</i>	
Public Question Time: A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.		
<i>The Committee will convene to consider the following items:</i>		
2	To agree the minutes and discuss any matters arising from the minutes of the last meeting.	Enclosure
3	To consider the St Mary's Partnership Update Report.	Enclosure
4	To consider whether the Town Council should submit and pay for the Air Ambulance night landing planning application to SHDC.	Verbal update by Clerk
5	To note the outcomes of the Community Budgeting survey and the next steps. Can Councillors please diary Monday 11 th December 2017 from 6pm for the open public session on community budget outcomes and budget setting.	Enclosure
6	To receive an update on the Share Shed occupation of garage	Verbal update by Clerk
7	To consider the Council Venues Working Group notes	Enclosure
8	To note the review of the internal audit provider	Verbal update by Clerk
9	To consider how to budget for the Town Sargeant salary and expenses	Verbal update by Clerk
10	To consider a report on the Neighbourhood Plan budget and proposed way forward. Papers include a letter from the NPSG with suggestions	Enclosures
11	To consider how to proceed with improvement and resurfacing works of the Market Square in partnership with SHDC	Verbal update by Clerk
<i>The Committee will be asked to RESOLVE to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i>		
12	To consider any confidential matters arising from the Neighbourhood Plan proposals including staffing costs and structures	Enclosure
<i>The Committee will reconvene</i>		
13	To note the date of the next meeting on Monday 18th December at 5pm	

Catherine Marlton

Town Clerk

Items for future agendas:

- To consider the 2018/19 draft budget
- To approve the Insurance Renewal package
- Update Standing Orders
- Update Statement of Internal Control



MINUTES FOR THE OPERATIONS COMMITTEE
MONDAY 2nd NOVEMBER 2017 AT THE GUILDHALL TOTNES

Present: Councillor M Adams (Chairman), Paine, Westacott MBE, R Adams, Barker and Sweett

Apologies: None

In Attendance: Catherine Marlton (Town Clerk), Cllr A Simms, Cllr R Hendriksen, 2 members of the public

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	None.
<i>The Committee will adjourn for the following item:</i>		
	Public Question Time: A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.	A member of the public spoke regarding the need for the Town Council to take control of the Neighbourhood Plan and be transparent with the community about the process being followed. He urged Councillors to consider stepping up to 'salvage' the process and come up with a solid plan endorsed by the community.
<i>The Committee will convene to consider the following items:</i>		
2	To agree the minutes and discuss any matters arising from the minutes of the last meeting.	The committee was made aware of a second quote for the 5 year remedial asset management programme. Given it was significantly more expensive than the option previously given the Town Clerk was asked to proceed with the original quote.
3	To consider the budget monitor and any virements needed	The budget monitor was considered and no virements were required.
4	To consider an updated paper on the Mayoral role	The policy was RECOMMENDED to Full Council for adoption.
5	To consider a report on the Neighbourhood Plan budget, payment authorisation and to recommend a format for the public meeting proposed for 28th November	<p>Cllr M Adams read out a statement:</p> <p><i>There is some question over my right to vote and be present during the discussions over the Neighbourhood Plan and the draft report on Steamer Quay. The reason this has been raised is that, as a Councillor who represents the people of Bridgetown, I have the duty to speak and vote for or against the inclusion of a scheme to dramatically change the nature of Steamer Quay.</i></p> <p><i>My husband does own a boat which is moored during the summer at the Totnes Boating Association moorings on Steamer Quay. I am commodore of the boat club for this year. This is an organisational role which will end in November 2018.</i></p> <p><i>As I do not own the boat I did not see how this would prohibit me making an open, balanced decision as a Councillor.</i></p>

		<p><i>My role as commodore bears no relevance to my duty as a Councillor. I am capable of making decisions, guided by the evidence provided and that my constituents will scrutinise.</i></p> <p>The Town Clerk advised Cllr M Adams that this 'licence to occupy' did constitute a disclosable pecuniary interest. Cllr M Adams left the meeting and Cllr R Adams took the chair in her absence.</p> <ol style="list-style-type: none"> 1. The Operations Committee RECOMMENDS to Full Council that the agenda for the public meeting on 28th November is as outlined in a report to Full Council. 2. The Operations Committee RECOMMENDS to Full Council that the existing Neighbourhood Plan Steering Group be asked to step down. 3. The Operations Committee RECOMMENDS to Full Council that the Town Council takes back control for the overview and completion of the Neighbourhood Plan. The Neighbourhood Plan Steering Group has worked hard and tirelessly and we thank them for their effort and dedication, but as a Town Council, at this juncture, we would like to regain control of the Neighbourhood Plan so we ask the original group to step down. 4. The Operations Committee RECOMMENDS that the NP Coordinator is retained, assuming the postholder is willing. 5. The Operations Committee RECOMMENDS to Full Council that additional resources are allocated to the Neighbourhood Plan as outlined in a report from the Town Clerk to Full Council. <p>At the end of this item Cllr M Adams was asked to rejoin the meeting.</p>
6	To agree payment of catering for the Mayoral Civic Service reception	It was AGREED to retrospectively agree the catering costs.
7	To consider the timeline for a tender process for the Cemetery Grounds Maintenance contract	The tender timeline proposed by the Town Clerk was AGREED .
8	To receive an update on the Share Shed occupation of garage	Noted.

9	To receive an update on the Town Mill lease	Noted.
<i>The Committee will be asked to RESOLVE to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i>		
10	To consider the caretaking contract from April 2018.	It was AGREED that the Town Clerk would issue a contract until 31 st March 2018 and review the hours and specification of a contract from 1 st April 2018 on a rolling basis.
11	To note the date of the next meeting on Monday 27th November at 5pm	Noted.

Catherine Marlton

Town Clerk



THE ST. MARY'S PARTNERSHIP

Totnes with Bridgetown Parochial Church Council + Totnes Trust + Totnes Town Council

TOTNES TOWN COUNCIL OPERATIONS COMMITTEE
meeting on 27 NOVEMBER 2017

THE ST. MARY'S PARTNERSHIP HERITAGE AREA PROJECT: Progress Report

Totnes Trust and St Mary's with Bridgetown PCC continue to find the support and involvement of the Town Council helpful and influential in progressing the design phase of the Partnership projects.

Following the first phase of public consultation this year, work is progressing based on feedback from individuals and local bodies such as the Chamber of Commerce, and is moving towards more definitive proposals to present to the public at a second consultation in February 2017. This involves employing a professional designer to draw up draft plans and estimates, and holding informal preliminary discussions with the Exeter Diocesan Board, Historic England, and South Hams District Council as local Planning Authority and guardian of the Conservation Area.

The key components of the Heritage Area proposals for further consultation are:

- A more accessible, open and inviting frontage to the church, with minor alterations to 'St Mary's Square' to make it feel more pedestrian-friendly whilst maintaining passage of vehicles and trader parking
- A better setting for the War Memorial, with more space to gather round and a place to record missing and new names of the Fallen.
- Improved access to the churchyard, as the sole large green space in the town centre; creation of a peaceful lawned area with seating, for summer events; and a conservation wildflower meadow
- A new and attractive route through the churchyard to the Guildhall, with a gentle ramped access into Guildhall Yard; cosmetic improvements to cobbling here, and to Ramparts Walk and East Gate steps
- A major programme of signage and historical interpretation aimed at raising interest and appreciation in the community, and significantly boosting the area

as the exceptional tourist attraction it ought to be; creation of a History Hub space with seating in the churchyard; all pointing to detailed interpretation in the Church and Guildhall respectively

At the same time the Parochial Church Council proposals are progressing well too:

- Urgent repairs to the external stonework of the church sufficient to remove it from the Heritage at Risk Register
- Reordering of the church interior to make it more suitable for modern community uses and the arts: fully accessible, with new toilets and catering facilities; a more flexible nave space with moveable staging; additional floorspace for meetings and events

As a large part of these proposals centres on creating a new appreciation of the history of the Priory Church and churchyard, the Partnership is trying to raise funds to allow a geophysical survey of the churchyard to be carried out to reveal the outline of the Priory buildings. This will be 'a first', and hopefully will give the community a priceless historical asset – and a major draw for tourists.

The close connection between Totnes Trust's Heritage Area project and the PCC's Church Restoration and Reordering project will be obvious, and recent professional advice has been that it could be more attractive to potential funding bodies if the two projects were pulled together into one proposal. All three Partnership bodies will therefore now be consulted about the desirability of establishing a single project, centred on the themes of creating Accessibility, Usefulness, and Understanding for this unique part of the Totnes heritage.

The Partnership has created momentum which it is believed will produce plans, approvals and funding to make this part of town the national-level asset it should be. Just as importantly, the work could act as a model and test bed for how further heritage enhancement programmes might be approached in the town. Given the Town Council's interest in protecting and promoting the wider town heritage, it is felt that its role in this Partnership, promoting such a model, becomes even more valuable and important.

RECOMMENDATIONS:

(1) To note and consider this report and in particular:

(a) to consider the suggestion that the project be supported by the Council as a test bed model for how other heritage projects in the town might be handled in the future;

(b) to authorize the Chairperson and Clerk (or their representatives) to meet with the other Partners before the next Operations Committee meeting to review the emerging plan proposals and consider the desirability of creating a single integrated project.

Questions	Weighted Score	Ranking	
The Environment of the Town	1515	1	24.22062 %
Social	1504	2	24.04476 %
Opening up the Arts	1201	3	19.20064 %
Our Totnes Heritage	1109	4	17.72982 %
Tourism & the Economy	926	5	14.80416 %
Support for Caring Town	821	6	11.60 %
Skate Park Funding	697	7	9.85 %
Funding for Citizens Advice	637	8	9.00 %
Street Cleaning & Litter	563	9	7.95 %
Visitor Information Officer	470	10	6.64 %
Additional Planting - Traffic Calming	466	11	6.58 %
Town Officer	438	12	6.19 %
Maintenance of the Town	433	13	6.12 %
Financial Support for Totnes Museum	346	14	4.89 %
Annual Programme of Events	312	15	4.41 %
Civic Hall Fund for subsidised use	295	16	4.17 %
Additional Planting - appearance	275	17	3.88 %
Branded Signage	264	18	3.73 %
Museum as Heritage Centre	234	19	3.31 %
Visitor Information Point	232	20	3.28 %
Civic Hall more Attractive	197	21	2.78 %
Public Murals/Sculptures	146	22	2.06 %
Support for Totnes Carnival	111	23	1.57 %
Develop Arts Directory	78	24	1.10 %
Fun Fair during Carnival Week	64	25	0.80 %

Resident 478

Questions	Weighted Score	Ranking	
Social	969	1	24.6064 %
The Environment of the Town	921	2	23.3875 %
Opening up the Arts	838	3	21.2798 %
Our Totnes Heritage	634	4	16.0995 %
Tourism & the Economy	576	5	14.6267 %
Skate Park Funding	508	6	11.7267 %
Funding for Citizens Advice	507	7	11.7036 %
Support for Caring Town	501	8	11.5651 %
Street Cleaning & Litter	308	9	7.10988 %
Annual Programme of Events	267	10	6.16343 %
Civic Hall Fund for subsidised use	255	11	5.88643 %
Visitor Information Officer	237	12	5.47091 %
Maintenance of the Town	234	13	5.40166 %
Town Officer	225	14	5.19391 %
Additional Planting - Traffic Calming	171	15	3.94737 %
Additional Planting - appearance	161	16	3.71653 %
Visitor Information Point	152	17	3.50877 %
Public Murals/Sculptures	145	18	3.34718 %
Civic Hall more Attractive	133	19	3.07018 %
Financial Support for Totnes Museum	116	20	2.67775 %
Museum as Heritage Centre	114	21	2.63158 %
Branded Signage	102	22	2.35457 %
Develop Arts Directory	81	23	1.86981 %
Support for Totnes Carnival	71	24	1.63897 %
Fun Fair during Carnival Week	44	25	1.0157 %

Non Resident 328

Questions	Weighted Score	Ranking	
Social	2473	1	24.26175 %
The Environment of the Town	2436	2	23.89875 %
Opening up the Arts	2039	3	20.00392 %
Our Totnes Heritage	1743	4	17.09997 %
Tourism & the Economy	1502	5	14.7356 %
Support for Caring Town	1322	6	11.58531 %
Skate Park Funding	1205	7	10.55999 %
Funding for Citizens Advice	1144	8	10.02543 %
Street Cleaning & Litter	871	9	7.632986 %
Visitor Information Officer	707	10	6.195776 %
Maintenance of the Town	667	11	5.845237 %
Town Officer	663	12	5.810183 %
Additional Planting - Traffic Calming	637	13	5.582333 %
Annual Programme of Events	579	14	5.074051 %
Civic Hall Fund for subsidised use	550	15	4.819911 %
Financial Support for Totnes Museum	462	16	4.048725 %
Additional Planting - appearance	436	17	3.820875 %
Visitor Information Point	384	18	3.365174 %
Branded Signage	366	19	3.207431 %
Museum as Heritage Centre	348	20	3.049689 %
Civic Hall more Attractive	330	21	2.891946 %
Public Murals/Sculptures	291	22	2.550171 %
Support for Totnes Carnival	182	23	1.594952 %
Develop Arts Directory	159	24	1.393392 %
Fun Fair during Carnival Week	108	25	0.946455 %

TOTAL responses 806

COUNCIL VENUES WORKING GROUP – Tuesday 14th November 2017 at 6pm

Apologies – Ray and Andy

Present – Catherine, Rosie and Ben

1. Budget overview – Document attached

Noted and discussed as below.

2. Discuss electrical improvements needed on the stage - upgrading or removal? If upgrading who to ask? Most contractors do not want to quote for the works as it is specialist.

ACTION: Ben P would go away and discuss the specification needed with experts and users of the hall and come back with a specification proposal and contacts on who could provide quotes for the works. The deadline for this information is the end of November 2017 to allow contractors to be contacted before Christmas.

3. Update on clear out and asbestos removal from Birdwood House. Electrical improvement proposal to cover the interim period before Birdwood House is considered for renovation. Currently non-compliant. The NPS conditions survey will inform this project.

The electrical works to make Birdwood complaint were agreed. ACTION: Catherine to give Totnes TV the go ahead.

4. Update on the caretaking contract – verbal update from the Town Clerk on Operations Committee decision and possible future plans

Noted. Item for discussion on a future agenda. ACTION: Catherine to issue contract from January – March 2018.

5. To consider the report from CWS on the stage rigging and remedials needed. Frequency for reassessment needs discussion

ACTION: Catherine to ask Ben at Mandela to complete the 2 outstanding actions, there are spare shackles available to be used so the cost should be no more than £100 to rectify.

6. Update and review of the storage by hirers in the Civic Hall – we have detailed inventory lists for Jamming Station and Robert Moore. The Elizabethan stock has been cleared although the costumes remain. Location of these requires consideration if that area is refurbished.

Noted.

7. To note Main hall and meter room rewiring in January by Beardsmore and Veasy

Noted. ACTION: Catherine to find out if fitting colour changing LED's that are dimmable would be possible. Catherine to contact Beardsmore and Veasy and feedback this query. Work to continue as scheduled in January 2018..

8. To note Elizabethan store and ramp foyer rewiring currently being undertaken by Totnes TV

Noted.

9. To discuss possible conversion of Elizabethan store

This was noted as an early idea that could work – depending on the community budgeting process and priorities identified.

10. Date of the next meeting - proposed for Tuesday 16th January 2018 at 6pm in the Guildhall Offices
Agreed.

Future agenda items:

Review of the hire charges

Consider NPS conditions report

Staffing of the Civic Hall management

PART 1 Neighbourhood Plan – Report to Operations 27th November 2017
Catherine Marlton – Town Clerk

Further to the 6TH November Full Council meeting (draft minute):

1. *It was RESOLVED to accept the proposed agenda for the public meeting on Tuesday 28th November 2017*
2. *It was RESOLVED that the Town Council will take back control for the overview and completion of the Neighbourhood Plan whilst using expertise from the present Steering Group. This will include retaining the existing coordinator should they be willing. The Mayor will be taking over the role of Chair.*
3. *It was RESOLVED to agree additional resources of £6514.72 in the current financial year and £6350 in the 18/19 financial year.*
4. *It was RESOLVED to approach the local press regarding running a regular column on the NP process, via statements from the Operations Committee.*
5. *It was RESOLVED to record all future meetings relating to the Neighbourhood Plan for transparency purposes. Cllr Hendriksen will liaise with the Town Clerk on the equipment required.*
6. *It was RESOLVED that the AECOM report for Steamer Quay is rejected by the Town Council and any references to it should be removed from the Neighbourhood Plan.*
7. *It was AGREED that the Town Clerk would formally request for a copy of the KEVICC AECOM report to be sent directly to the Town Council, for release to the general public.*
8. *It was AGREED to cease holding NPSG meetings until the new format of overview was considered at Operations Committee on 27th November 2017.*

Actions completed:

Town Clerk spoken to and emailed the NPSG, including the Chair Paul Bennett – confirming the above changes, explaining that the terms of reference for a 'Task and Finish' Group will be agreed at Operations on 27th November 2017 and that no meetings should be held in the interim period. This email also formalises a request for the AECOM report on the KEVICC site to be released to the Town Council as the overview body.

Town Clerk has emailed KEVICC asking for any objections to the AECOM report released to be withdrawn.

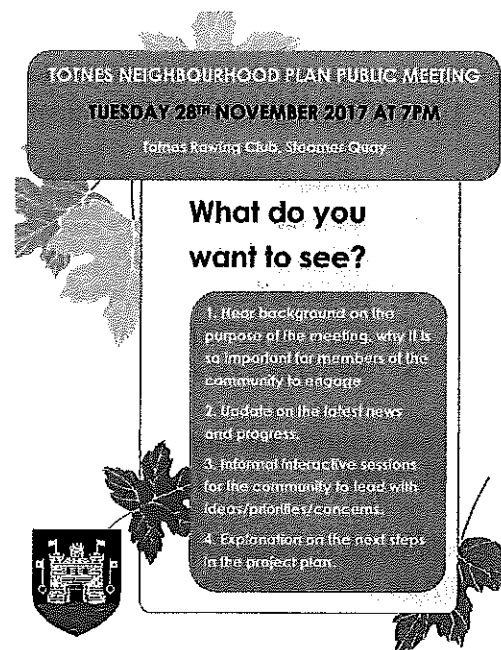
Rowing Club booked from 6pm (for 7pm start) on Tuesday 28th November 2017 for the Public meeting. Flyer draft and circulated to Councillors and interested parties for promotion.

Town Clerk and the NP Coordinator have met to discuss transfer of files to an office location and amendment to hours required, NP Coordinator has requested a cut in hours to 10 per week from January 2018.

Town Clerk has discussed potential additional hours with internal staff.

Town Clerk has distributed the poster shown on social media and to all Councillors for distribution.

Deputy Town Clerk has been instructed to make the necessary budget virements to support the extended Neighbourhood Plan process.



What next:

When considering how best to administer the NP review and bring the long running project to completion, it seem unrealistic to ask the existing Operations Committee to take on this process in its entirety.

I would therefore suggest that the Operations Committee formulate a 'Task and Finish Group' that is made up of Operations Councillors and invited members, potentially including members of the public, some members of the existing NPSG, and non-Operations Councillors.

The appropriate section of the standing orders is below for information:

"The Operations committee may also recommend establishing Working Groups [SO16] to undertake specific tasks within the responsibilities of the Committee (or across committee responsibilities) as defined within standing orders. Working groups are constituted with fixed terms of reference, and are time limited to the Council year they are constituted in. If they are to continue they will need to be reconstituted. Working groups may include Councillors not on the Operations Committee and members of the public, and their membership will be agreed at Full Council. They may be a task and finish group, or have a broader remit e.g. cemetery."

The proposed membership of said group and the role of the existing NPSG members should be discussed at the 27th November Operations Committee and the 28th November public meeting. The core membership of this Task and Finish Group will be the Operations Committee members. As stated in the Standing Orders any additional members will need to be agreed at Full Council on 6th December 2017. Any non-Councillor members will need to complete a full Register of Interests and submit it to the Town Clerk.

It is proposed that meetings of the NP Task and Finish Group should be at 7pm on the same dates as existing Operations Committee meetings. The current schedule is below.

- Monday 18th December 2017 at 5pm
- Monday 22nd January 2018 at 5pm
- Monday 19th February 2018 at 5pm
- Monday 19th March 2018 at 5pm
- Monday 23rd April 2018 at 5pm
- Monday 21st May 2018 at 5pm
- Monday 18th June 2018 at 5pm
- Monday 23rd July 2018 at 5pm
- Monday 17th September 2018 at 5pm
- Monday 22nd October 2018 at 5pm
- Monday 19th November 2018 at 5pm
- Monday 17th December 2018 at 5pm

These monthly meetings will be administered by Town Council staff and the current NP Coordinator will attend.

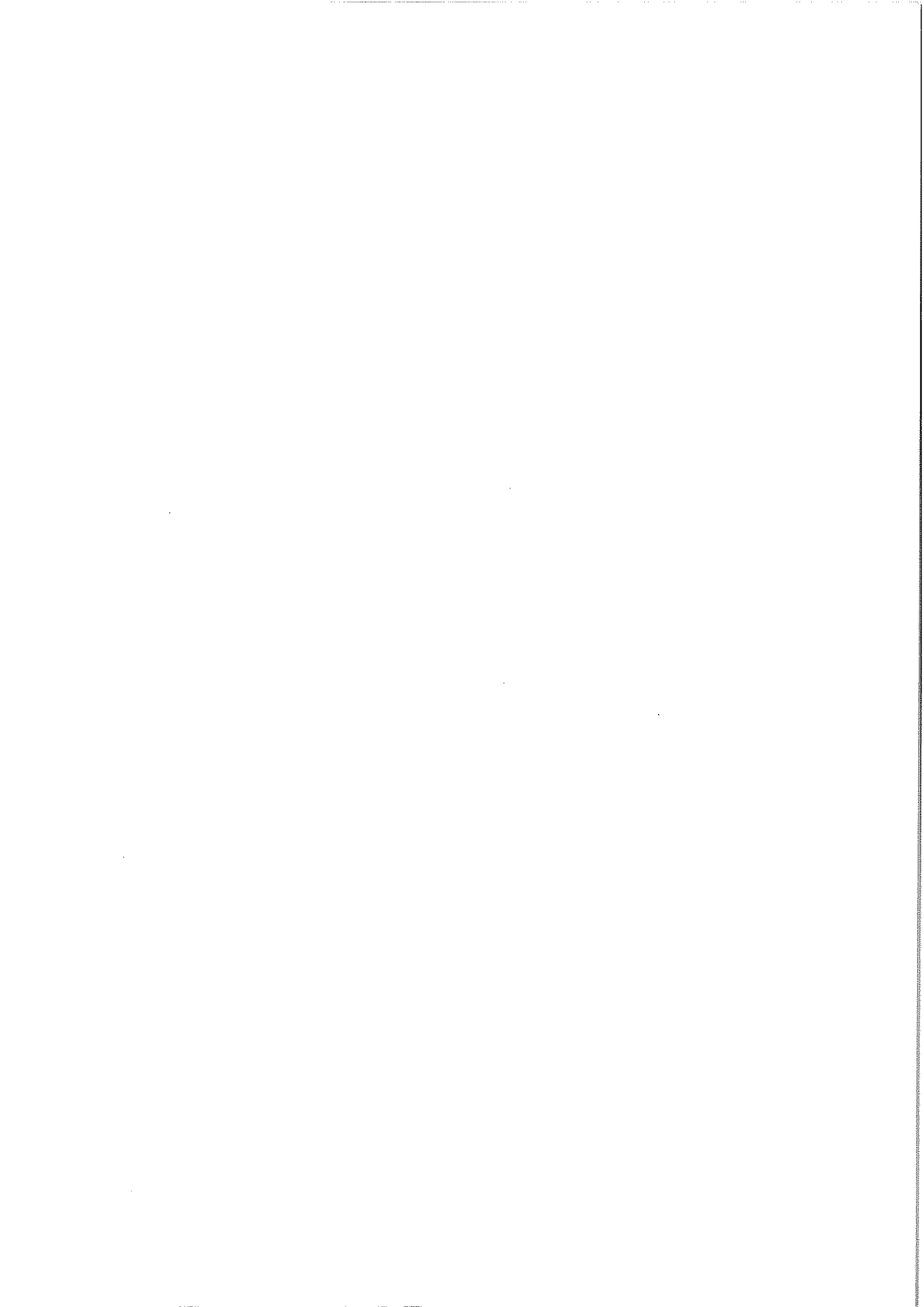
Additional meetings may be scheduled to deal with urgent and complex issues. These meetings will not be administered by the Town Council but will be audio recoded and action points taken by a NP Task and Finish member. Notice and publication of any additional meetings will be done with 3 clear days' notice and detailed on the Town Council FB page, the Town Council Website and the NP Website.

All meetings are open to the public, and all recordings of meetings are accessible on request.

I also think it would be very valuable to have a training session for all Councillors and interested parties by an external provider such as Devon Communities, early in January if possible.

Project Plan:

- November/December 2017 – NP Coordinator to collate and analyse responses from all consultation to date. NP Coordinator to transfer paper files to the TC Office and electronic files to the TC server
- Monday 20th November 2017 – consideration of staffing implications
- Monday 27th November 2017 – Operations Committee meeting to discuss how to progress the NP and to set up a Task and Finish Group or other overview system for the NP process.
- November 28th at 7pm – public meeting held in the Rowing Club on Steamer Quay. The focus being on what the community wants to add or remove from the plan.
- Monday 18th December 2017 at 7 pm NP Task and Finish Group – consider the project plan timeline, and a consultation plan for the formal consultation period
- Early January – Training session for all Councillors and interested parties on the NP process by Devon Communities
- Monday 22nd January 2018 at 5pm Operations Committee to review Task and Finish group actions and expenditure
- Monday 22nd January at 7pm NP Task and Finish Group – to consider amendments needed to the NP before entering into formal consultation.
- February Full Council – consideration of the formal consultation plan and update on project plan
- Monday 19th February 2018 at 5pm Operations Committee to review Task and Finish group actions and expenditure
- Monday 19th February 2018 at 7pm – NP Task and Finish Group – Finalise formal draft document ready for Town Council ratification
- March 5th 2018 – Full Council to ratify the final draft
- Monday 19th March 2018 at 5pm Operations Committee to review Task and Finish group actions and expenditure
- Monday 19th March 2018 at 7pm – NP Task and Finish Group – Note ratification from Full Council and submit the draft plan for formal consultation
- Mid-March – End of April - formal consultation period including public meetings
- Monday 23rd April 2018 at 5pm Operations Committee to review Task and Finish group actions and expenditure
- First 2 weeks of May – NP Coordinator and TC Staff to collate and analyse consultation responses
- Monday 21st May 2018 at 5pm Operations Committee to review Task and Finish group actions and expenditure
- Monday 21st May 2018 at 7pm NP Task and Finish Group – Review consultation responses and any amendments to be made.
- Monday 18th June 2018 at 5pm Operations Committee to review Task and Finish group actions and expenditure
- Monday 18th June 2018 at 7pm – NP Task and Finish Group agree final version of NP document for submission to Full Council – Task and Finish Group disbands.
- July Full Council - Ratifying the final version for submission to the Examiner
- November/December 2018 estimated response from examiner, amendments to be made, submitted to SHDC for referendum.
- Monday 19th November 2018 at 5pm Operations Committee to review response from Examiner and referendum requirements
- Monday 17th December 2018 at 5pm Operations Committee to review response from Examiner and referendum requirements
- December 2018/January 2019 NP Referendum.



Totnes
21st November 2017

Catherine Marlton
Town Clerk
Totnes Town Council
The Guildhall Offices
5 Ramparts Walk
Totnes
Devon
TQ9 5QH

Dear Catherine

Response to Town Council decision on Totnes Neighbourhood Plan, Monday 6th November

Further to your email of the 13th November informing members of the Neighbourhood Plan Steering Group of the decisions of the Full Council on Monday 6th November we, the undersigned, set out our considered response below.

1. The NPSG welcome the greater involvement of the Town Council in the production of the Neighbourhood Plan and their willingness to continue to commit resources to its preparation. Proposals to ensure greater transparency are fully supported, including seeking to achieve a Neighbourhood Plan column in the local press.
2. The next stage of work will involve very significant effort:
 - To collate and analyse the comments received on the recent informal consultation
 - To prepare a formal Consultation Draft Plan considering the comments received and meeting the requirements imposed on Neighbourhood Plans
 - To prepare, produce and assemble the necessary suite of accompanying technical documents and appendices, including Design Guide, and Transport Strategy
 - To organise and deliver the formal six-week consultation process
 - To take account of further representations made
 - To prepare a Submission Draft Plan for formal consideration by South Hams District Council prior to the appointment of an Independent Examiner.

Once approved at a referendum and 'made' by South Hams District Council, acting as local planning authority, the Neighbourhood Plan will become a statutory document. This imposes strict requirements in terms of both process and content. For example, South Hams requires Neighbourhood Planning groups to provide information on the terms of reference and membership of Neighbourhood Plan Steering Groups.

3. While recognising the decision of the Town Council to 'take back' control of the overview and completion of the Neighbourhood Plan, the continuing involvement of the current members of the Steering Group provides the only realistic way of undertaking these tasks within a reasonable timescale. The existing members of the NPSG will continue to volunteer their time and knowledge if a mutually acceptable way of working towards the common objective of preparing a Neighbourhood Plan, which meets the needs and aspirations of the community, is agreed.
4. To achieve this, we expect that:

The Town Council should work to widen the membership of the Steering Group to reflect as wide a range of interests as possible. Government guidance states that 'where a parish or town council chooses to produce a neighbourhood plan or Order it should work with other members of the community who are interested in, or affected by, the neighbourhood planning proposals to allow them to play an active role in preparing a neighbourhood plan'. Membership of the Steering Group which is limited to elected members would not be in accordance with this guidance.

- The Steering Group should select its own Chair once it has been reconstituted and training undertaken by new members to ensure that they are familiar with the requirements of neighbourhood planning.
- Subject to full declarations of interest, members of the Steering Group must be acknowledged as being free to make their contribution without questions being raised about their personal motives or integrity.
- The NPSG should take decisions through discussion and debate based on all available evidence to reach a consensus on the best way of producing a plan which commands the support of local people at a referendum whilst recognising that 'the purpose of Neighbourhood Planning is to give communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area.'
- Members of the Steering Group should not issue individual statements to the Press or Social Media on neighbourhood planning issues without having first cleared these with the Town Clerk. Failure to adhere to this requirement should result in removal from the Steering Group.

We look forward to receiving the Town Council's proposals for the composition, resourcing and modus operandi of the Steering Group following the meeting of the Operations Committee on the 27th November. Subject to satisfactory arrangements being agreed we are hopeful that the commitment of volunteer effort on which past progress has been based can be maintained.

Yours sincerely

Christopher Balch, Paul Bennett, Mary Coughlan-Clarke, Jacqi Hodgson, Mary Popham, Peter Rees, Jill Tomalin, Tony Whitty