

Clevedon Neighbourhood Plan Steering Group

Report to Clevedon Town Council August 2016

Purpose:

- This is the second report to the Town Council on the work of its Neighbourhood Plan Steering Group.
- The Group has met four times and this report is to update the Council and make a recommendation for seed money to be allocated for period to end of November.

Information:

The Steering Group continues to meet and has focused on three main areas:

1. The Neighbourhood Plan process and its relationship to the District Local Plan cycle
2. Developing awareness and communication with people across Clevedon
3. Considering resources needed to support the development of a Neighbourhood Plan

The Steering Group's immediate priority is to undertake an initial engagement with the public in Clevedon to create awareness of what a Neighbourhood Plan is, the plan timescale (to 2036) and to draw out views on Clevedon and its future to help create a vision and objectives for the plan.

To do this, the group is concentrating on the period to the end of September and planning a public event at the Farmers' Market in the morning of 24th September (using a room in the Baptist Church) and in the afternoon at the Tides festival. As well as this one day efforts, members of the Steering Group will be talking with a number of community organisations in the town informally to the same end.

The Steering Group has set up an email account and a Facebook page and is in discussion with the Town Clerk to add a page to the Council's website. It has been suggested that a logo for the Neighbourhood Plan should be designed to apply to the website and other publicity material. However, the Steering Group, at its meeting on the 8th August, agreed that a printed postcard with information on the Neighbourhood Plan was needed to share with people, point people to the email, website and Facebook pages and increase awareness of the Group's work to involve more people (including younger people).

The Group intends to apply for grant assistance from the Department of Communities & Local Government and has prepared an Expression of Interest ready to send to 'Locality' the agency managing the grant process. However, once an expression of interest has been accepted there is only a 30 day period to submit a detailed budget application for up to

£9000. The Steering Group has concluded that we are too early in our engagement process to do this ahead of the events planned for next month.

As a consequence, this report is recommending that the Council agree to meet some initial seed costs for design and printing to be used over the next month but designed to have a longer 'shelf life' in promoting the work of the Steering Group. We don't expect this to be expensive. For example, we have had initial quotes of £30 plus VAT per thousand for printing. Printing on card will be somewhat more expensive but have more durability/utility.

We are recommending that the Council agrees a sum of up to £300 to be paid by the Council against invoices for this work. These invoices should be approved by the Steering Group Chair before submission to the Town Clerk. This should allow the Steering Group, on behalf of the Council, to build its profile and draw in additional volunteers and perspectives. After that we intend to submit the application for grant aid to Locality.

Recommendation:

1. The Council agrees to meet immediate costs of up to £300 for the work of promoting the Neighbourhood Plan in the period to November 2016. This expenditure will be paid by the Council against invoices that have been approved by the Steering Group Chair.

Peter Templeton
Chair of Steering
Group