

## **Clevedon Neighbourhood Plan Steering Group Report to Clevedon Town Council June 2016**

### **Purpose:**

- This is the first report to the Town Council on the work of its Neighbourhood Plan Steering Group.
- The Group has met twice and this report is to update the Council and make initial recommendations

### **Information:**

The Steering Group was established following the two public meetings initiated by the Town Council in February and April following its decision to develop a Neighbourhood Plan.

The Steering Group is made up of a number of local people who volunteered to join it. It includes four Town Councillors. It chose Peter Templeton as its chair. Cllr Judith West has agreed to be the Group's notetaker. It had its first meeting on 3<sup>rd</sup> May and its second on 6<sup>th</sup> June.

The Steering Group is agreed that it will need to involve more people of all ages and from all parts of Clevedon for the plan to have public confidence and succeed. This may be through working groups as well as networking and focus group working. Social media will be a valuable resource to engaging with the public and widening involvement.

The Group invited representatives from adjacent parishes to its June meeting along with Phil Anelay, the North Somerset Planning Officer responsible for Clevedon. That meeting confirmed that the boundary of the plan should be co-terminus with the Town Council's boundary but that active and positive working relationships should be maintained by the group with Kenn, Tickenham and Walton-in-Gordano parishes to the plan does not develop in isolation from neighbouring areas.

Phil Anelay indicated that, on receipt of the Steering Group's minutes he will refer to this boundary confirmation in drafting his report on the Neighbourhood Area application to the relevant Executive Member at North Somerset Council. He agreed to provide the Steering Group with any existing data and information that can support the plan. He also updated the group on the position on outstanding Section 106 agreements and the agreed actions arising from them.

The Steering Group has set up an email account: [clevedonneighbourhoodplan@gmail.com](mailto:clevedonneighbourhoodplan@gmail.com) and intends to establish a Facebook page. Press releases have been provided to North Somerset Times.

The Steering Group has made a reasonable start. However, there is a lot of work to do – particularly from volunteers. The Group has a good range of skills in place but it will need the continuing support of the Town Council to produce a successful and credible plan.

Cllr Graham Hill, who attended the June Steering Group meeting, has offered to advise on setting a budget for the plan ahead of the July Steering Group meeting. We anticipate may take around two years to complete the Plan.

The intention is for the Steering Group to meet monthly, with meetings open to the public (rather than public meetings) but with most work done between meetings by members taking the lead and small group working. The first of these tasks is to prepare a project schedule for the plan.

The group has agreed provisional terms of reference which are presented with this report for Council's approval.

The next meeting is on July 11<sup>th</sup> from 7pm.

#### **Recommendations:**

1. The Council endorses the work of the Steering Group to date and reaffirms its commitment to the development of a Neighbourhood Plan for Clevedon informed by a wide involvement of the community.
2. The Council approves the Terms of Reference for the Steering Group to act on the Council's behalf in preparing its plan
3. The Council identifies resources to support the development of the plan both in this year and subsequent years (subject to a detailed proposal from the Steering Group)
4. The Council endorses the four Councillors on the Steering Group (Cllrs. West, Watkins, Barton and Flint) with Cllr. West as the Town Council Liaison Officer between the Council and the Steering Group
5. The Council agrees to make appropriate arrangements with its Planning Committee for the Steering Group to make comments on more significant planning applications (to be defined) that arise from now on to ensure the committee decisions are informed by emerging issues in the development of the Neighbourhood Plan.

Peter Templeton  
Chair of Steering  
Group

8<sup>th</sup> June 2016

# Proposed Steering Group Terms of Reference

## Name

Clevedon Neighbourhood Development Plan Steering Group.

## Mission:

"Our mission is to:

- discover the vision the community of Clevedon has for the evolution of Clevedon Town.
- ensure that this vision is expressed by the Neighbourhood Plan, and
- serve to make that vision a reality."

## Purpose

1. The purpose of the Steering Group shall be to carry out the following tasks:
  - a. Investigate and identify support for the Neighbourhood Development Plan.
  - b. Identify sources of funding.
  - c. Take responsibility for planning, budgeting and monitoring expenditure on the Neighbourhood Development Plan and report back to the Town Council on these matters.
  - d. Liaise with relevant authorities and organisations to make the Neighbourhood Development Plan as effective as possible.
  - e. Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible.
  - f. Determine the types of survey and information gathering to be used.
  - g. Be responsible for the analysis of the survey, as well as the production and the distribution of the final report.
  - h. Identify priorities and timescales for local action in the Project Plan, including the lead organisations and potential sources of project funding.
  - i. Regularly report back to the Town Council on progress, issues arising and outcomes. (See role of the Bridging Co-ordinator under Roles and Relationships.)

## **Membership**

2. The Steering Group will be made up from a good cross-section of the community, including Town Councillors nominated by the Town Council.

## **Defining Roles**

3. The Steering Group will elect a Chairperson, Secretary, and Finance Co-ordinator.
4. Wherever possible the Steering Group will also elect a Communications Co-ordinator, a Volunteer Co-ordinator and a Bridging Co-ordinator.
5. Wherever possible all other members should have a specific role, to be agreed by the Steering Group. (For details see Roles & Relationships.)
6. It will not be possible to directly represent all parts of the community within the Steering Group. Because of this, the group will regularly review the skills and knowledge it contains and ensure that all members have a role to play.

## **Roles & Relationships**

7. Town Council insurance will cover the previously agreed activities of the Steering Group and volunteers, but Steering Group members, in liaison with the Town Clerk, need to ensure that terms of the insurance are not breached.
8. A Bridging Co-ordinator, from amongst the Town Councillors who are members of the Steering Group, may be appointed to liaise between the Steering Group and the Town Council and provide a regular report to the Town Council, for endorsement. Other Town Councillors who are also members of the Steering Group, will support this liaison between the two bodies to ensure the Council as a whole continues to endorse the Steering Group's work.
9. The Town Council will provide the opportunity for the endorsement of regular reports via its meeting agenda.
10. Working Groups will carry out duties specified by the full Steering Group, which may include, but is not limited to:-
  - a. Data gathering
  - b. Consultations
  - c. Making recommendations
11. The make-up and purpose of Working Groups will be regularly reviewed by the full Steering Group.
12. All members of the Steering Group will be open about their interests and ensure the development of the plan has integrity and seeks to secure community confidence. It is expected that all Steering Group members abide by the principles and practice of the Town Council Code of Conduct including declarations of interest.

## **Meetings**

13. The Steering Group is permanently operational and working. The Steering Group shall normally meet monthly (but every two months as a minimum), or as may be required. These meetings are to consider progress, receive reports, make decisions and recommendations.
14. At least seven clear days' notice of meetings shall be sent to members via email.
15. Whenever possible, notices of meetings should detail the matters to be discussed.
16. The Secretary shall keep a record of meetings, and circulate notes to Steering Group members and the Town Council in a timely fashion. The latter will publicise the notes via their usual methods.
17. It is recommended that an annual rolling schedule of meetings is set in place, and made available to the public via notice boards/websites.
18. Once the plan process and working groups have been established all Steering Group meetings should be open to the public.
19. Copies of the Town Council's Code of Conduct will be available at all Neighbourhood Planning meetings.

## **Working Groups**

20. The Steering Group may establish such Working Groups as it considers necessary to carry out the functions specified by the Steering Group.
21. Each Working Group should have a lead person.

## **Finance**

22. All grants and funding will be applied for and held by the Town Council, who will ring-fence the funds for Neighbourhood Development Plan purposes only.
23. Notification of all planned expenditure will be given to the Town Council before actual costs are incurred.
24. The Finance Co-ordinator shall keep a clear record of expenditure supported by receipted invoices and will regularly review and update the budget in liaison with the Town Clerk.
25. The Finance Co-ordinator in partnership with the Town Clerk, will draw up and agree with the Steering Group procedures for volunteers who wish to claim expenses.
26. The Finance Co-ordinator will report back to the Steering Group and the Town Council on planned and actual expenditure for the project.
27. Invoices will be made out in the name of the Town Council who will pay them at their next scheduled Town Council meeting.

28. Members of the community who are involved as volunteers with any of the Working Groups may claim back any previously agreed expenditure that was necessarily incurred during the process of producing the Neighbourhood Development Plan. This includes, but is not limited to, postage, stationery, telephone calls and travel costs.

## **Dissolving the Steering Group**

29. At the conclusion of the Neighbourhood Development Plan project the Town Council and Steering Group should discuss the future working of the Steering Group. If the Steering Group wishes to dissolve it must notify the Town Council.