

Neighbourhood Plan Steering Group Meeting #4

3rd October, Chapel Schoolroom Hutton Rudby

1. Attendance & Apologies

Attending: Allan Mortimer (Chair), Clare Baird, Jonathan Cooper, Rosie Danjoux, Liam Percy, Richard Readman,
8 members of the public

Apologies: Bridget Fortune.

2. Procedural Issues

a) Vice Chair

Allan Mortimer asked if anyone was willing to act as Vice Chair of the Steering Group. Liam Percy volunteered, and was proposed by Jonathan Cooper and seconded by Richard Readman. It was agreed that Liam's appointment as Vice Chair will be submitted to RPC for their approval.

b) Minutes Of 5th September 2016 Meeting

Accepted.

c) Actions Carried Forward From 1st August 2016 Meeting

Item 2 b): Clarification on dispensation re code of conduct. Action: Jonathan Cooper.

It is understood that a dispensation is not required.

Action: Complete

Item 4 c): Establish dedicated NP Website

Due to work commitments, Clare Baird was unable to allocate time to NP website development.

Three other people with Wordpress experience have offered to help (Richard Waller, John Wallis, and Natasha Housley). Adrian Davey has offered to provide any photography needed.

It is anticipated that an initial version of the site will be ready to go public in the week of 10th Oct.

Action Ongoing: AM

d) Actions From 5th September 2016 Meeting

Item 3): Make a Difference Funding: Action Bridget Fortune

Our Neighbourhood Plan does not fit the criteria.

Action: Complete.

Item 4): Contacts With Developers & Agents: Action Allan Mortimer

As agreed NLP/Duchy Homes have been advised that RPC & the Steering Group believe that an event hosted by the Developer (similar to the one they held in July) is more appropriate than a meeting with RPC or the steering group. It is understood that they intend to do so, but a date has not yet been set.

Action: Complete

Item 6): Questionnaire Development. Action: Allan Mortimer / Rosie Danjoux

See section 5 of these minutes.

Item 6): Planning Consultant. Action: Allan Mortimer

See section 6 of these minutes.

3. Costs / Budget

Costs incurred to date are listed below:

2 nd June	£16.00	Room Hire (1 hour)	Village Hall Main Room (Team Meeting)
9 th June	£28.00	Room Hire (2 hour)	Village Hall Johnson Room (Team Meeting)
22 nd June	£32.00	Room Hire (2 hour)	Village Hall Main Room (Team Meeting)
4 th July	£14.00	Room Hire (2 hour)	Village Schoolroom (Steering Group)
21 st July	£0.00	Room Hire (2 hour)	Village Hall Main Room (Team Meeting)
1 st August	£14.00	Room Hire (2 hour)	Village Schoolroom (Steering Group)
5 th September	£14.00	Room Hire (2 hour)	Village Schoolroom (Steering Group)
3 rd October	<u>£14.00</u>	Room Hire (2 hour)	Village Schoolroom (Steering Group)
Total	<u>£132.00</u>		

Estimated costs to end December (excluding consultant)

October	£261.00	Questionnaire printing (assumes 1500 double sided colour A3 sheet)
October	£100.00	Provisional sum Wordpress template / tools.
7th November	£14.00	Room Hire: Steering Group Meeting
5th December	<u>£14.00</u>	Room Hire: Steering Group Meeting
Total	<u>£289.00</u>	

Hambleton Cabinet approved our area designation on 6th September, and released a grant of £3,000.

4. Feedback From Rishi Sunak / John Howell Meeting

Approximately 60 members of the public attended the meeting, including a few people from other parishes. The consensus was that the meeting had been well received, and had provided useful information and perspective. It was noted that Mick Jewitt (HDC Executive Director) had to field a lot of the questions, and had dealt with them well.

Some of the key points made by John Howell included:

- Neighbourhood Plans have precedence over Local Plans in determining site allocations.
- Neighbourhood Plan site allocations get adopted straight away and don't need to wait for the new Local Plan to come into effect.
- Don't get into too much detail and get bogged down.

- Pick your referendum date early in process and make a project plan to reach it.
- Review/update Neighbourhood Plan if there are major changes or the Local Plan is updated.
- Include something about house design (materials, style etc.).
- Can include things like traffic calming to put pressure on county council.

Allan Mortimer advised that he and Liam Percy had a follow-up meeting with Rishi Sunak at his Stokesley Surgery (on 30th September). They made three requests for continuing support from Rishi Sunak for Neighbourhood Planning (at Parish level, at Constituency Level, and at National Level):

- 1) To come back to Hutton Rudby in the New Year to support and give higher profile to a couple of our consultation events.
- 2) To promote and encourage Neighbourhood Planning in his constituency (North Yorkshire is a near blank space on a map showing where Neighbourhood Plans are in progress).
- 3) To support the Neighbourhood Planning bill going for its 2nd reading in parliament on 10th Oct, and in particular to support clauses that give early recognition to Neighbourhood Plans.

Rishi Sunak was receptive to all three points, so we hope to see some progress on these over the coming months.

5. Questionnaire Development

5.1 Leaflet

A draft leaflet for distribution to the whole parish was circulated in advance of the meeting and was approved for issue. Allan Mortimer has a contact who will provide printing free of charge. Delivery will take place around 7th/8th Oct – delivery volunteers are required.

Action: Allan Mortimer - Co-ordinate printing & distribution.

5.2 Questionnaire

Some further drafting work has been done on the questionnaire by Rosie Danjoux who gave an update on progress. Formulating the questions and options would benefit from wider input. Rosie / Allan recommended setting up a workshop session to help finalise the questionnaire. The intention is that most questions will be “closed” format, but with a few “open” questions to capture any issues not uncovered by the consultation work done to date.

An example of a “closed” question might be:

Q. Which of the following types of housing should be prioritised:

- Affordable Rented
- Open Market Rented
- Shared Ownership
- Small Open Market Homes
- Larger Open Market Homes
- Supported Accommodation
- Park Homes (Logdes/Carvans)

Options will have a 5 point scale for responses e.g. strongly disagree, disagree, neither agree or disagree, agree, or strongly agree.

5.3 Workshop

A Neighbourhood Plan Team workshop will be held on Wednesday 12th Oct at 7pm in the Leven Room of the village hall. The aims are:

- 1) To refine / agree on a Vision statement which will be offered in the Questionnaire.

'In 2035 the Parish will retain its essential nature of a rural community with a vibrant village at its heart. Development will be focused on meeting the evolving needs of the local community and supporting the viability of existing services and community facilities'

- 2) To identify the issues on which we need to assess parish opinion under the following headings.

- Housing & Site Criteria
- Traffic & Transport
- Infrastructure
- Natural Environment
- Community, Leisure & Recreation
- Business & Services

6. Planning Consultant

Allan Mortimer gave an update on development of a shortlist (notes on candidates are attached as appendix 1), and options and budget estimates for an execution strategy.

6.1 Shortlisting

Basic Screening

The initial pool of candidates were 57 firms from the RTPi database in the Northeast region plus 4 candidates identified by other routes (recommendation, approaches to RPC etc.)

RTPi candidates were screened firstly using the "Neighbourhood Planning & Community Plan" criteria (only reduced initial list to 48 candidates), and then by the sub-criteria "Neighbourhood Planning" which reduced candidates to 15 from RTPi and 4 others (i.e. 19 in total).

Secondary Screening

A further 9 candidates were eliminated due to one or more of the following reasons:

- 1) Not available.
- 2) Conflict of interest (already representing a landowner or developer in the Parish).
- 3) Sole practitioners whose own website makes no mention of specific interest in Neighbourhood Planning, or who are not based in or near Hambleton.
- 4) Planning consultancy is not a primary activity of the business (e.g. AMEC Foster Wheeler).

Detailed Investigation

Currently in process of making calls to sound out remaining 10 candidates to form a final 3 to 4 candidate shortlist who can demonstrate a track record in Neighbourhood Planning. Budget estimates and consulting scenarios have been developed from these discussions

6.2 Consultant Engagement Scenarios

1) Project Mentoring & Oversight: £4k (Based on typical £350 dayrate)

Approx. 10-12 days consultancy spread over project lifecycle to support the work of the voluntary team, to ensure (by review and advice) that the documents and process are fit for purpose to minimise the risk of need for rework or omissions.

High risk that with no professional planning skills in the team, the policies documentation would fail to meet the quality requirements at independent inspection.

2) Project Mentoring, Document Review Plus Plan Drafting: £15k

As scenario 1), but the consultant scope would include drafting the policy documents. Costs may potentially come in lower if the voluntary team draft most of the supporting material where professional planning skills are less critical to document quality.

- Estimate assumes 30 days for plan drafting (based on 6-10 policies in 3 to 5 policy areas).
- Based on current grant situation Parish would need to fund approx. £5k from precept.

3) Full support package - Drafting of plan and all supporting and in-process documents: £30k

As scenario 2) but the consultant would draft all the supporting documents throughout the process consultation statements, policy intentions etc.

- Significantly higher cost – approx. £18k would need to be funded from the precept.
- Reduction in ownership – is it the community plan or the consultants?

6.3 Proposed Strategy

It was agreed to recommend the following to RPC:

- Finalise short-list
- Invite 3 or 4 tenders for scenario 2). Contract structure to be 2 stages with initial commitment to “mentoring” component only, and with further authorisation required for the policy drafting phase.
- Invite 2 (?) vendors to present to Steering Group / RPC before final selection.
- Use HDC grant topped up with RPC funding to cover costs of initial consultant scope.
- Match off costs of policy drafting against DCLG grant. Thought to be the best way to manage time constraints / phasing of DCLG grant

Action: Allan Mortimer – prepare briefing document for RPC.

7. Project Plan

The top-level plan with its target completion date of end 2017 is unchanged (i.e. a target referendum date of Nov 2017). To stay on plan we need to appoint a consultant and get questionnaire responses back before the end of 2016.

Near term focus will be on:

- Distribution of the information leaflet
- Questionnaire development and distribution
- Defining scope and selecting / appointing consultant.

Key Dates

3 rd October 2016	Neighbourhood Plan Steering Group meeting
10 th October 2016	Rudby Parish Council meeting
12 th October 2016	Neighbourhood Plan Workshop
13 th October 2016	HDC Planning Committee
18 th October 2016	HDC Cabinet (Local Plan preferred sites expected on agenda).
7 th November 2016	Neighbourhood Plan Steering Group meeting
14 th November 2016	Rudby Parish Council meeting

Key Tasks

- a) Launch initial version of Neighbourhood Plan Website: **Target 14th Oct.**
- b) Distribute Information Leaflet: **Target 8th Oct.**
- c) Finalise questionnaire. **Target 31st Oct.**
- d) Finalise scope of work and gain RPC approval for selected consultant: **Target 14th Nov.**

8. Issues To Refer To Rudby Parish Council

- a) Vice Chair appointment.
- b) Planning Consultant Update / Strategy.

9. AOB

Allan Mortimer gave feedback from the Rural Housing Conference held in the Village Hall on 29th September which he had attended.

Speakers included Kevin Hollingrake, MP for Thirsk and Malton and Lord Best, a crossbench peer. There were some indications from these speakers that there might be some changes in national housing policy recognising the importance of the rented sector in the housing mix.

There was also a session on community led housing which Allan Mortimer suggested might be a route to meet some of our local housing need if market solutions don't offer up the right mix. They could enable rented property to be retained in perpetuity, be managed for the benefit of the community, and letting criteria set locally. There are significant sources funding available to support these types of projects. Such housing could contribute to meeting our "quota" as set by Hambleton in the new Local Plan.

Some concerns were expressed at the work load and responsibilities this might place on volunteers like Parish Councillors and other members of the community.

Appendix 1: Notes On Consultant Short-Listing

Planning Consultants From RTPi On-line Directory

Primary Screening Criteria:

1) Location	North East Region	
2) Specialism	Neighbourhood & Community Planning	
a) Category	Planning	Note: selecting on "Category" only gave 48 candidates
b) Sub-Category	Neighbourhood Planning	Selecting by sub category reduced field to 15 candidates

Consultancy Name

Comments

Amec Foster Wheeler		Only 26 town planners out from total staff of 587
Arcus Consultancy Services Ltd		Only 3 town planners out of total staff of 70
Checkley Planning		Sole Practitioner - Newcastle based
DLP Planning		Mult-office practice - 38 town planners from total staff of 70. Nearest office Leeds
England Lyle Good		Conflict of interest due to representing Ronnie Baird
Hourigan Connolly		Two office practice - nearest office York. 4 town planners from total staff of 10.
Indigo Planning		Mult-office practice - 59 town planners from total staff of 83. Nearest office Leeds
Jo-Anne Garrick Ltd		Sole Practitioner - Newcastle based
KVA Planning Consultancy	*	Sole Practitioner - Helmsley based. Currently working with 2 other NPs.
Maria Ferguson Planning		Sole Practitioner - Bedale based
Peter Brett Associates LLP		Large multi-office practice. Nearest office Doncaster. Only 45 town planners from total staff of 627
Prism Planning	*	Based in Darlington - 3 town planners from staff of 4
Rural Solutions Ltd		Two office practice - nearest office Skipton 7 town planners from 29 total staff.
Turley		Large multi-office practice. Nearest office Leeds. 131 town planners from total staff of 221
WYG		Large multi-office practice. Nearest offices Leeds & Harrogate. Only 101 town planners from total staff of 1500

Potential Candidates Identified By Other Routes

Rosemary Kidd	*	Former HDC planner, based in Northallerton. Accredited Independent Examiner of Neighbourhood Plans. Not available.
MD2 Consulting	*	Small practice based in Durham. Unsolicited approach to RPC offering services from partner who lives in Seamer.
Planning Co-operative		Used by Stokelsey
??		Used by Easingwold (To be identified)

Short-listing Criteria

- Eliminated the following practices due to conflicts of interest
 - England Lyle
 - Good
- Eliminated the following practices since town planners are less than 10% of total staff - not specialists?
 - Amec Foster Wheeler
 - Arcus Consultancy Services Ltd
 - Peter Brett Associates LLP
 - WYG
- Eliminated sole practitioners unless local **and** their website indicates some Neighbourhood Planning activities
 - Checkley
 - Planning

Jo-Anne
Garrick Ltd
Maria Ferguson Planning

4) Eliminated due to being unavailable

Rosemary Kidd

Remaining Candidates

From RTPI Directory

Hourigan Connolly		Two office practice - nearest office York. 4 town planners from total staff of 10.
Indigo Planning		Mult-office practice - 59 town planners from total staff of 83. Nearest office Leeds
KVA Planning Consultancy	* #	Sole Practitioner - Helmsley based. Currently working with 2 other NPs.
Prism Planning	*	Based in Darlington - 3 town planners from staff of 4. Have provided letters of objection for Belbrough & Wickets - Conflict?
Rural Solutions Ltd		Two office practice - nearest office Skipton. 7 town planners from 29 total staff.
Turley		Large multi-office practice. Nearest office Leeds. 131 town planners from total staff of 221

Others

MD2 Consulting	*	Small practice based in Durham. Unsolicited approach to RPC offering services from partner who lives in Seamer.
Planning Co-operative	+	Used by Stokesley
??		Used by Easingwold (To be identified)

*	Have spoken to these.
+	Hourly rates provided by Stokesley
#	Has offered to provide indicative proposal