

DOGMERSFIELD PARISH COUNCIL

Minutes of the Meeting Held at Dogmersfield Primary School 14th November 2016

Councillors present:

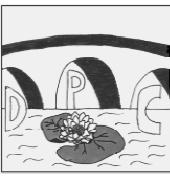
CLlr Geoff Beaven (GB)
CLlr Alastair Clark (AJC)
CLlr Graham Leach (GL)
CLlr Joanna Thomas (JT)

Members of Public present:

Mary Morrison Edward Smith (ES) Brian Leversha
David Simpson (DS) Brian White Tim Davies
S Thomas C Leversha (CL) C Smith
K Crookes (KC)

CLERK Claire Inglis (CI)

124/16	Agenda item 1	<p><u>Welcome & Apologies</u></p> <p>Apologies from Dogmersfield Parish Councillor Mike Ricketts.</p> <p>Apologies were also received from Mr & Mrs Waller.</p> <p>GB confirmed that the NHPSPG has already met this evening at 6pm. At the last Council meeting it was indicated that the Steering Group would meet after this evenings meeting of DPC and apologies if this change of time, which was correctly advertised, has caused any inconvenience. However, all of the topics discussed at the Steering Group will come up again during this meeting.</p> <p>The most important items for discussion this evening are the budget for 2017/18 and the request to change the Neighbourhood Plan consultancy support arrangements.</p> <p>At the last DPC meeting there was a closed session in which the Community Benefit Fund associated with the recently completed solar farm at Hungerford Farm was discussed. At that time GB promised a statement for this November meeting about the outcome of the negotiations between the Dogmersfield and Winchfield Parish Councils and Anesco. However, these negotiations have not yet been finalised and hence the statement will be deferred until December.</p>	
125/16	Agenda item 2	<p><u>Declaration of interests – current agenda</u></p> <p>GL declared an interest in a planning application in relation to tree work at his property</p>	
126/16	Agenda item 3	<p><u>Public Participation</u></p> <p>The following opening statement made by GB updates the status on items of local interest that are normally raised during this session.</p> <p>The Flood Forum has now taken place and a brief update on the two key matters of interest are provided below:</p> <p>On the Chatter Alley pumping station Thames Water said that they had repositioned the high level alert system to give them better warning information which should allow better planned pump outs rather than the previous emergency reactions. Regarding a permanent solution they have concluded that the pump is working correctly and if the</p>	



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flow is increased further this will overload the treatment plant. The over load problem is due to the ingress of surface water from those houses which discharge roof run off into the foul drains. It will be too costly for Thames Water to address each individual house due to their high overhead cost structure and they were contemplating some form of arrangement whereby residents arranged for the work to be done and Thames Water made a substantial contribution towards the cost. They were also looking into the possibility of connecting the Chatter alley network into the main system at the other end of the village.

Regarding the Queens Head, Hampshire Highways explained that the drains had all been jetted out and the camera survey revealed that the pipe between the two sides of PCN under Chatter Alley has collapsed and needs to be replaced. Other blockages such as tree roots have been cleared. Whilst the issue has been substantially improved it is not solved. An order has already been placed to repair the Chatter Alley pipe which will require the closure of this stretch of road but the work is unlikely to be done until the New Year.

CL requested better advertisement of the NHPSG meetings.

CL still willing to volunteer to be part of resident group to look at projects to spend any Community Benefit Fund. GB confirmed until negotiations were complete this would not move forward however the residents would be invited to be involved once funding was secured. This is still not certain.

ES spoke on the Rye Common Village proposal put forward by Bell Cornwell and currently out to consultation on Survey Monkey until November 18th. ES is aware that the Chair of DPC has drafted an objection against the proposal but continued to outline the issues raised by both Odiham and Crondall parishes. The 3 big issues are considered to be:

Transport – the local network of roads is not able to support an additional 1900 homes. Bell Cornwell's own traffic reports that the A287 carries 15,673 daily movements per day and the additional load that this development would see a 100% increase to this. The B-roads that feed the A287 essentially village lanes will become dangerous rat runs. Education – Robert Mays is likely to be the catchment school and whilst the school is currently under extension plans this is to cope with the current oversubscription and the school and staff are not set to take such an additional influx.

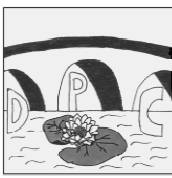
Drainage – the farmland here is heavy clay and drainage ponds form part of the plan. Rye Common is the lowest point in this area and the land is subject to flooding even before such a development. In the last 50 years it has seen flooding on 3 occasions with the two most recent incidences in 2011 and 2015.

Therefore the site is not seen as a suitable one and the objections are not based on nimbysism. ES would not go into evidence from the emerging Local Plan but based on recent information there does not appear to be a need for this number of homes.

GB confirmed that Dogmersfield residents had been made aware of the proposal via a letter delivered to each household which included the Bell Cornwell leaflet. The proposed DPC submission is a negative response.

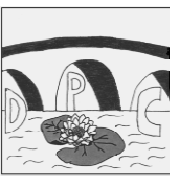
GL agreed that the main DPC concern was the B-roads will become a rat run to the A287. CS also raised a concern over the internet connectivity which is already poor in the area.

KC inquired about the damage sustained to the finger post sign behind the Queens Head. Whilst there were no witnesses the road markings suggest that a tractor and trailer may have caused the damage. The damage has been reported to HH.



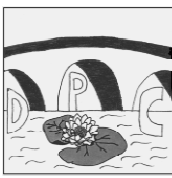
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127/16	Agenda item 4	<p><u>To approve the minutes of the meeting held on 10th October 2016</u></p> <p>It was resolved that the minutes of the meeting held 10th October 2016 (109/16 to 123/16) be accepted as a true record and they were signed by GB (JT proposed, GB seconded and all were in favour).</p> <p>It was resolved that the closed session meeting minutes of the 10th October 2016 (part 119/16) be accepted as a true record and they were signed by GB (JT proposed, GB seconded and all were in favour).</p>	
128/16	Agenda item 5	<p><u>Matters arising from the minutes of the meeting held on 10th October 2016</u></p> <p>The outstanding action list was considered at this time with many items due for consideration as an agenda item below.</p> <p>Other actions outstanding or completed are as follows:</p> <ul style="list-style-type: none"> • Works at Queens Head re collapsed drains continue to be chased for date • Towpath Closure anticipated mid-December update was issued to email address list • NCCZ packs were delivered. Additional packs have now been received for final deliveries. • Electrical safety certificate to be chased • Christmas lights risk assessment to be reviewed • NHPSPG webpage is now uploaded • Lengthsman response outstanding • To confirm DPC stance on Precept in letter to MP's • Dear Resident letters were delivered to residents on various issues • Price Comparison for 2017 verge clearance works to be obtained • Procurement training was attended 	<p>GB</p> <p>GL</p> <p>AJC GB</p> <p>CI/AJC AJC</p> <p>CI</p>
129/16	Agenda item 6	<p><u>Finance and Regulatory Matters</u></p> <p><u>To receive and approve financial statement of account from 1st– 31st October, confirm payments made in October and authorise any payments now due</u></p> <p>CI reported the bank balance at end of October stands at £14, 581.61 and this has been agreed with the bank statement by a councillor and signed.</p> <p>Of this balance £5,715 exactly is an earmarked reserve for the funding of the NHP. No payments to date have been made from the grant money although consultancy work has now been invoiced.</p> <p>Therefore Parish Council precept funds balance at end of October was £8,041.61.</p> <p>The following payments were made during October and are confirmed below:</p> <p>Chq no: 992 £409 Claire Inglis Clerk Oct 16 salary</p> <p>Chq no: 993 £35 Information Commissioner Data Protection renewal</p> <p>Chq no: 994 £27 Church Crookham Parish Council meeting room hire</p> <p>Chq no: 995 £75 HIOW CRC August CPT visit</p> <p>Chq no: 996 £609.60 Lotus Landscapes Tree works - Willows</p> <p>Chq no: 997 £750 Goslings re verge clearance</p> <p>Authorised & committed expenditure detailed on the expenditure analysis totals £685 and relates to:</p> <p>£535 Chicane work and fence repair</p>	



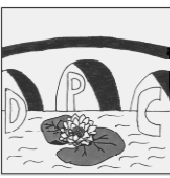
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129/16	Agenda item 6	<p>£150 CPT visits not invoiced at time of report April & July</p> <p>It was resolved that the statement of accounts be accepted as a true record and payments listed therein be confirmed (GB proposed, GL seconded and all were in favour).</p> <p>CI requested authorisation of the following payments which will fall due before the next meeting:</p> <ul style="list-style-type: none">• £409.00 November 2016 Clerk Salary payment due 20th of the month <p>It was resolved to authorise the payments to be settled as listed upon receipt of relevant paperwork (invoice or expense claim) (AJC proposed, GL seconded and all were in favour).</p> <p>It was resolved to agree expenditure up to £40 for the Electrical safety certificate for the Christmas tree light installation (GL proposed, GB seconded and all were in favour).</p> <p><u>To discuss the Draft Budget for 2107/18</u> GB discussed the implications of the draft budget.</p> <p>Examination of the forecast closing cash bank balance for 2016/17 was initially explored. The significant entries that lead to a forecast closing cash figure of £3,337 are the assumption that we will receive £1,100 for the Lengthsman scheme and that the provision of £1,200 for a possible election will be needed. This also accommodates an earmarked build-up of only £1,305 for addressing the large willow tree whereas the cost will be nearer £2,000.</p> <p>Consequently if the willow tree provision is increased to £2,000 the closing forecast becomes £2,642. In a worse case situation where no Lengthsman money is received and an election is required the closing forecast becomes £1,542. However, the more likely situation is that the Lengthsman money will be paid and no election will be needed in which case the closing bank balance will be £3,842.</p> <p>The proposed budget was then examined. The significant changes from the 2016/17 budget is the additional £1,000 for village maintenance (£2,845 increased to £3,845) which is offset by reductions to the provisions for project work and the NHP. The outcome of the salary review will also need to be taken into account. As before the most significant unknowns are the receipt of Lengthsman funding and the need for an election.</p> <p>Current forecast show that the precept should be increased again by £2,000 to restore health to the Parish Council's financial situation after we have faced unprecedented high levels of expenditure on tree work during 2016/17.</p> <p>However even with this increase the closing cash bank balance forecast is £1,617. This assumes Lengthsman funding continues, makes provision for an election but assumes only £1,305 has been spent on the big willow tree. If the willow tree expenditure increased to £2,000 the closing balance forecast becomes £922.</p> <p>Matters to be given careful consideration for both 2016/17 and 2017/18 are the risk that Lengthsman funding will not be paid or reduced and the risk of the need for an election. The 2017/18 level of precept increase needs to ensure a comfortable level of bank balance outturn in both the worst case and most likely situations.</p>	
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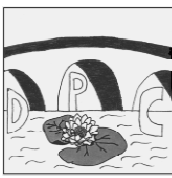
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130/16	Agenda item 7	<p><u>Consultations</u></p> <p><u>To Discuss / Confirm responses to:</u></p> <p><u>Rye Common Village Proposal</u> A draft response was circulated at the end of October. There is already sufficient support to go ahead and this is an opportunity to endorse again before submission. The key points raised in the submission raise concerns on about the new settlement proposal for a Winchfield development and the implications are similar to this. The submission also highlights the need to explore all brownfield sites such as Pyestock before any large proposals on greenfield sites are entertained. DPC to submit their objection.</p>	<p>CI</p>
131/16	Agenda item 8	<p><u>Planning</u></p> <p><u>Report on current planning applications and confirmation of Parish Council responses</u> The current situation on the following applications were discussed and decisions noted where applicable: 16/01858/CON, 16/01860/CON, 16/01857/CON, 16/02532/CON, 16/02530/CON and 16/02537/CON Church Lane – These applications seek to satisfy the conditions attached to the approval to build 3 houses on this site. There has been no response from DPC as the matters are technical in nature. HDC website still indicates that three of the applications are being considered. Development on the site is well underway.</p> <p>16/01651/OUT Netherhouse Copse - Nothing further to report and HDC appear to be still considering how to respond. 16/01688/FUL Blue Bell Lodge – This application sought to replace the mobile home which is now deemed to be lawful with a 4 bedroom house. Permission has been granted despite objections from Crondall PC. Our own objection was logged on the HDC website but it was not taken into account. 16/02048/PREAPP and 16/02062/PREAPP Four Seasons Hotel - these seek guidance on</p>	<p></p>



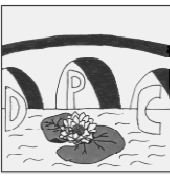
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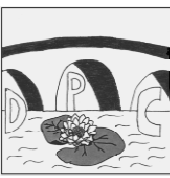
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<p>131/16</p>	<p>Agenda item 8</p>	<p>concession appears to be an alternative layout involving only 6 houses. DPC has asked to attend any pre application meeting that HDC may have with the developer although nothing has been heard. CI will make a further request and copy KC in to the email.</p> <p>16/02941/LBC Dogmersfield Park – seeks approval to a number of internal alterations to the North wing of the Four Seasons Hotel. The impact outside the building is minimal and DPC is unlikely to respond.</p> <p><u>To report on Neighbourhood Plan progress and confirm payment to Planet of £864.60 from earmarked reserve NHP Grant funds and to consider a request from the Neighbourhood Plan Steering Group to change the Neighbourhood Plan consultant support arrangements</u></p> <p>The NHPSG met earlier this evening on the 14th November 2016.</p> <p>Since the last report a Vision and Objectives Statement (V&OS) was delivered to all residents over the weekend of 21st/22nd October. Comment sheets have been collected and are still being received. More than 50 residents have responded which is similar to the very good level of involvement with the NHP questionnaire circulated by DPC in 2015.</p> <p>An initial review of the comments showed widespread support for the V&OS with only one respondent unhappy with it. The statement was based on the feedback from DPC's questionnaire and not surprisingly favourable comments were made about many of its features. However, there has also been significant disagreement with some specific proposals which will mean that the inclusion of these items needs to be reviewed. All of this useful information will be taken forward to the next stage of work.</p> <p>At the last meeting GB reported that the Steering Group would be undertaking a review of the use of consultants and how to best make use of the current grant monies before the grant period expires at the end of the calendar year.</p> <p>The production of the Neighbourhood Development Plan is a complex activity involving engagement with the community and the application of specialist planning knowledge. The need to support the work of the Steering Group (SG) with specialist planning expertise was recognised from the outset and as part of the work to launch the NHP, DPC put in place a consultancy support arrangement through the engagement of Planet. This involved the issue of a purchase order to the company with a limit of liability of £1500.</p> <p>Also previously reported the initial activities commissioned from Planet in support of the NHPSG work to draw up a V&OS failed to live up to expectations; in particular there was a 5 week delay in commenting on the draft V&OS and the comments when received were not found to be helpful. It was apparent that the essential close working relationship between the SG and Planet was not being established and an alternative arrangement was desirable.</p> <p>Members of the NHPSG have carried out their own review of the arrangements put in place by local NHP teams including Rotherwick, Winchfield, Odiham, Crookham Village, Crondall and Hartley Wintney. This revealed a mixed picture with some teams being heavily dependent on consultants and others working largely unaided. Many of the teams had either abandoned or changed their consultancy arrangements during the course of their work.</p>	<p>CI</p>
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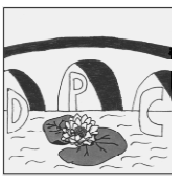
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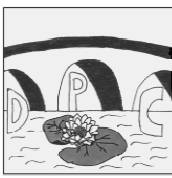
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<p>131/16</p>	<p>Agenda item 8</p>	<ul style="list-style-type: none"> That the DPC should be asked note that a further grant application will be required in order to fund the required consultancy work up to the end of March 2017 but this application could be deferred until the New Year when an updated project plan should be available. GB and CI to explore additional grant funding from HDC. <p>GL raised 3 questions: How confident is the NHPDG that by not having a Strategic Environmental Assessment due to unaffordability will not undermine the integrity of the Plan? GB confirmed that it will depend on the need to site select. If there is a need to site select dependent on receipt of an allocation via the Local Plan then an SEA would be needed and additional funding would need to be found. KC commented that the NHPDG should ensure they seek any support in this matter from HDC and suggested Katie Bailey as a contact in relation to an SEA.</p> <p>What confidence is there in the shape and size of RCOH to commit to and keep to the timetable that has been suggested? GB confirmed that this has been discussed and the answer may be that the NHPDG may struggle to keep up. If specific defined task arise there will be a need to seek assistance from the wider community.</p> <p>On the basis that Planet did not meet expectations should their invoice be paid in full? GB pointed out that the requirements placed on them were not sufficiently specific. GL then suggested that a discount should be requested due to the 5 week delay in commenting on the vision and objectives statement? GB conceded this to be a fair point. GB requested that the full amount be approved at this time.</p> <p>GB explained that given this background DPC was invited to commend the work of the NHPDG as it has sought to put in place a more effective consultancy support arrangement. The review of other plan team's work and the evaluation of potential support organisations has generated a much clearer and more realistic understanding of the level of consultancy support that can be afforded. Engaging RCOH is considered to be the best option for delivering that support.</p> <p>DPC noted the decisions made by the NHPDG on the 14th November and resolved the following: It was resolved to approve the following payments: Invoice total £864.60 submitted by Planet Expenses total £108 payable to Christine Lowe for printing costs (AJC proposed, GL seconded and all were in favour).</p> <p>It was resolved that the commitment to Planet should be curtailed by reducing the limit of liability on the purchase order to £864.60 (AJC proposed, GL seconded and all were in favour).</p> <p>It was resolved that consultants RCOH should be engaged to provide consultancy support as described in their quotation and project plan with a LOL of £3000 (AJC proposed, GB seconded and all were in favour).</p> <p>It was resolved that an extension should be sought to the finish date for the current grant period to at least the end of January 2017 (AJC proposed, JT seconded and all were in favour).</p> <p>DPC also noted that a further grant application will be required in order to fund the required scope of consultancy work up to the end of March 2017 but this application could be deferred until the New Year when an updated project plan should be available.</p>	<p>CI/GB</p> <p>CI</p> <p>CI</p> <p>CI</p> <p>CI</p>
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132/16	<p>Agenda item 9</p>	<p><u>Environment & Rights of Way</u></p> <p><u>To confirm January date and works of CPT visit</u> CI confirmed that the date for the footpath works has been scheduled for Friday January 20th, 2017. GL investigated cost of matting which has been quoted at approximately £350. The footpath is currently in a reasonable condition possibly due to the lower rainfall than last year. AJC pointed out that expenditure should not be committed on land not owned by the Parish Council and that the landowner should be approached maybe in partnership with DPC but that there are also grants available for such projects. GL considered that an alternative surface could be investigated if grant funding was obtained. CI confirmed that there are two DPC meeting planned before the January CPT visit so a decision on their task can be determined at a future meeting.</p> <p><u>To consider Tree work on PGN and agree contractor / scope of works and authorise expenditure as required</u> Following the last meeting a Dear Resident letter was delivered around the parish to alert residents to the required work to the Willow tree. One resident voiced concern and invited the Woodland Trust to inspect the tree. The resident confirmed that they would not make any further comment following this visit. Quotes have been obtained from 3 contractors for the two options Pollarding to 5m and complete removal. These quotes vary. GL has also contacted HDC to request assistance for funding for removal of the tree due to the constraints of the DPC budget. GL will make contact with Highways department and DS suggested Steve Pellet as this will fall under his budget. It is imperative to obtain a response by the December meeting to allow for finalisation of the 2017/18 budget. The case would be argued on the basis of the land being unclassified, adjacent to the road with well-utilised public open space and property within falling distance due to the size of the tree and the tree is at significant risk of failure. CI would also obtain one further quote for work to tree. DPC would seek to make a decision on the way forward at the December meeting.</p> <p><u>To report on the Chicane work package</u> Since the last meeting the contractor has provided an example of the materials to be used. These were agreed by Councillors and Goslings notified. The chicanes have been emptied out but work has not yet been completed. Partly due to the contractor losing equipment in a compound theft and subsequently due to injury. CI is liaising to obtain confirmation of when works will be completed.</p> <p><u>To confirm Dogmersfield Dads volunteer dates</u> The Dogmersfield Dads have again kindly volunteered to give up their time to undertake tasks which will benefit the community on the Sunday mornings of 27th November and 22nd January. Initially they will undertake to rake the leaves out from the ditches along Chatter Alley. They have also kindly offered their assistance in installing the Christmas lights.</p>	<p>GL</p> <p>CI</p> <p>CI</p>
133/16	<p>Agenda item 10</p>	<p><u>Highways</u></p> <p><u>To report any updates on Highways matters including Speedwatch</u></p> <p>AJC reported that 3 sites have now been surveyed in Chatter Alley, Church Lane and Pilcot Hill and approved as suitable sites. They will now be allocated reference numbers. DPC will now seek volunteers from the residents by targeted marketing. The volunteers</p>	<p>AJC/ GB</p>



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133/16	Agenda item 10	will have to be cleared to operate by the Police and training will be facilitated. It was requested that the commitment required be made clear which may encourage more volunteers. Winchfield and Dogmersfield may also look to share purchase of equipment.							
134/16	Agenda item 11	<p><u>Community Benefit Fund</u></p> <p><u>To report on progress of discussions with Anesco and actions since October closed session meeting</u></p> <p>No more details to be provided at this time until the agreement has been authorised by all parties and payment received.</p>							
135/16	Agenda item 12	<p><u>Other matters to report</u></p> <p>Community Liaison – CI to seek quote for NCCZ signs</p> <p>Training –Procurement training course on November 8th proved useful as it laid out the procurement steps. DPC may be required to use the steps if e.g. a larger project was commissioned utilising any Community Benefit Fund.</p> <p>Website – currently up to date</p> <p>Newsletter – due in 2017</p>	CI						
136/16	Agenda item 13	<p><u>Crime and Disorder Act, section 17</u></p> <p>None to report</p>							
137/16	Agenda item 14	<p><u>Dates of future meetings</u></p> <p><u>2016/17</u> Meetings scheduled as follows:</p> <table border="1" style="width: 100%;"> <tr> <td>December 12th</td> <td></td> <td></td> </tr> <tr> <td>January 9th</td> <td>February 13th</td> <td>March 13th</td> </tr> </table>	December 12 th			January 9 th	February 13 th	March 13 th	
December 12 th									
January 9 th	February 13 th	March 13 th							
138/16	Agenda item 15	<p><u>Information Sharing</u></p> <p>DPC have received invitation to Four Seasons Christmas event.</p> <p>Meeting closed at 9.21pm</p>							

Signed.....
Chairman

Date.....

Abbreviations used	In place of
DPC	Dogmersfield Parish Council
HDC	Hart District Council
HH	Hampshire Highways
HCC	Hampshire County Council
NHP	Neighbourhood Plan
CPT	Community Payback Team

APPENDIX A

Dogmersfield Neighbourhood Development Plan – Use of Consultants

The production of the Neighbourhood Development Plan is a complex activity involving engagement with the community and the application of specialist planning knowledge. The need to support the work of the a Steering Group (SG) with specialist planning expertise was recognised from the outset and as part of the work to launch the neighbourhood plan the Parish Council put in place a consultancy support arrangement through the engagement of Planet. This involved the issue of a purchase order to the company with a limit of liability of £1500.

The Initial activities commissioned from Planet by the Steering Group in support of their work to draw up a vision and objectives statement failed to live up to expectations; in particular there was a 5 week delay in commenting on the draft V&O statements and the comments when received were not found to be helpful. It was apparent that the essential close working relationship between the SG and Planet was not being established and an alternative arrangement was desirable.

Members of the Steering Group carried out their own review of the arrangements put in place by local Neighbourhood Plan teams encompassing Rotherwick, Winchfield, Odiham, Crookham Village, Crondall and Hartley Wintney. This revealed a mixed picture with some teams being heavily dependent on consultants and others working largely unaided. Many of the teams had either abandoned or changed their consultancy arrangements during the course of their work.

This work identified three consultancy organisations that were highly valued: Ann Skippers (supporting Winchfield), the NPIERS service (supporting Rotherwick and Winchfield) and RCOH (supporting Odiham and Fleet). These three organisations were investigated further.

- NPIERS is a service provided by the Royal Institute of Chartered Surveyors (RICS) that holds a list of approved planning consultants who can support communities developing NHDPs. It was apparent that the successful use of this service locally was largely due to the quality of the particular consultant and that this individual was already over stretched.
- Ann Skippers proved to be an impressive person (a recent President of the Royal Town Planning Institute) with many skills and knowledge that would be of benefit. However she has many other demands on her time and as a single practitioner there were concerns about her ability to respond quickly to the SG's need for more hands-on support.
- RCOH is a very experienced and credible consultancy based in West London that has already guided 27 plans through the final referendum stage involving all sizes of community under many different planning authorities. They are already working within Hart on the Odiham and Fleet plans. They are willing to provide a comprehensive proven support package tailored to reflect the limited resources available for Dogmersfield.

Having completed this comprehensive evaluation the Steering Group members concluded that their lost confidence in Planet was unlikely to be restored and in this situation that an alternative consultancy RCOH should be asked for a costed proposal.

To avoid nugatory expenditure Planet were advised that no further work would be placed with them beyond the limit of liability of £1500 in the DPC purchase order. They were also

asked to submit invoices for the work done to date and to complete any other work in hand to achieve a deliverable standard.

RCOH have provided a comprehensive quotation and project plan that provides a very clear picture of the support that RCOH can contribute to the development of the Dogmersfield Neighbourhood plan. However there were four areas where further discussion would be beneficial and these were discussed at a teleconference between two Steering Group members (Mark Lowe and Geoff Beaven) and Neil Homer from RCOH.

I do not intend to go through the details of these discussions but they are explained in the paper on this matter that I have circulated prior to the meeting and I suggest that this is attached to the minutes for the record.

I can confirm that the RCOH project plan and quotation as clarified by the telecom on the 11th November demonstrate that an affordable consultancy arrangement is available with RCOH but this needs to be supplemented through a small number of task groups to be set up by the Steering Group.

An outstanding issue is that the work to complete a Strategic Environmental Assessment may not be affordable depending on the scope of the Neighbourhood Plan. Should RCOH be engaged their initial activities planned for December will include a workshop with the Steering Group to build on the outcome of the Vision and Objectives statement and firm up the remaining work that will be needed. This workshop will consider the affordability implications. The RCOH support for the planned December activities can be afforded with a tranche of grant currently in hand.

RCOH will not redo the work completed by Planet support and as the charging rates of the two organisations are similar there will be few financial implications due solely to the potential change of consultant. The affordability problems always existed and the improved clarity of the way forward we now have has brought them into focus at a much earlier stage.

The SG resolved the following.

- That the invoice for £864 submitted by Planet should be paid subject to the DPC being content to do so (CW proposed, VS seconded with all in favour).
- That the DPC should be asked to curtail its commitment to Planet by reducing the limit of liability on the purchase order to £864 (CW proposed, VS seconded with all in favour).
- That the DPC should be asked to engage consultants RCOH to provide consultancy support as described in their quotation and project plan with a LOL of £3000 (CW proposed, VS seconded with all in favour).
- That the DPC should be advised to seek to extend the finish date for the current grant period to at least the end of January 2017 (CW proposed, VS seconded with all in favour).
- That the DPC should be asked to note that a further grant application will be required in order to fund the required consultancy work up to the end of March 2017 but this application could be deferred until the New Year when an updated project plan should be available (CW proposed, VS seconded with all in favour).