

Dogmersfield Neighbourhood Plan Steering Group – Approved Minutes

Meeting of the Dogmersfield Neighbourhood Plan Steering Group held on Monday 11th July 2016 in the Dogmersfield Primary School starting after the finish of the meeting of the Dogmersfield Parish Council.

Those attending

Steering Group Members:

Chris Ward (CW)

Christine Lowe (CL)

Mark Lowe (ML)

Carol Anne Harrison (CAH)

Geoff Beaven (GB)

Alastair Clarke (AC) representing Dogmersfield Parish Council – part time

Members of the public:

None present.

Agenda

Welcome and introductions.

1.

GB welcomed all present to the second meeting of the Dogmersfield Neighbourhood Plan Steering Group. He explained that the primary purpose of this meeting is to consider whether the Limit of Liability placed on the consultant's support activities should be increased. Apologies had been received from Lorraine Fullbrook and Valery Scott.

2. Acceptance of the notes of the meeting held on the 13th June 2016.

It was resolved that the minutes of the meeting held on 13th June were a true record (CL proposed, CW seconded with all in favour).

3. Review of progress since the last meeting.

GB reported that at its meeting on the 13th June 2016 the Parish Council considered the requirement for consultant support for the activities of the Neighbourhood Plan Steering Group. At the time it was unclear when the request for an initial tranche of government grant funding of £3715 would be available although Hart DC had already awarded a grant of £2000. The grant funding would be ring fenced for NHP activities but it will pass through the Parish Council's books and the Parish Council will need to formally engage the consultants through the award of a contract.

The Parish Council recognised that the work to analyse the questionnaires returned by residents and to develop objectives and a vision for Dogmersfield was progressing well but consultants review and advice was needed urgently. A quotation had been received from consultants 'Planet' for six months of support activities at a cost of £3715.

The Parish Council resolved to commit up to £1,500 from received HDC grant for the appointment of Planet consultants with a limited liability of works up to £1,500 of the full scope of works quoted by Planet. This decision was taken before the formal meeting of the Dogmersfield Neighbourhood Plan Steering Group and therefore it was conditional on the Steering Committee requesting this commitment.

At its meeting on the 13th June the Steering Group resolved that an initial tranche of consultant support should be sought and that the Parish Council should be requested to engage Planet for this initial tranche of consultancy support with a limited liability of £1500.

Subsequent to both meetings the Parish Clerk issued a purchase order on Planet and their consultancy support activities will commence with a half day workshop/teach-in being planned for July 14th. The Parish Council has now received the government grant of £3715.

4. Consideration of need to increase the Limit of Liability for consultant support from 'Planet'.

GB explained that as there is no Parish Council meeting during August it is now timely to consider whether to increase the Limit of Liability of the purchase order up to the full value of Planet's quotation. If this matter is deferred until September there is a risk that the work will be delayed and if the grant funding is not fully spent within the six months the balance will have to be returned.

Ideally a sequential approach would be followed whereby the Parish Council would consider a request from the Steering Group to increase the Limit of Liability but the Parish Council has already met and on an exception basis the Parish Council has agreed to increase the Limit of Liability of the purchase order placed to Planet from £1500 up to £3715 to cover the full cost of the company's quotation subject to the Neighbourhood Plan Steering Group requesting this change.

Members then discussed their level of confidence that Planet would meet the Steering Group needs and the ability to terminate any commitment made by the DPC in the event it becomes apparent that continuing to use Planet is not good use of the available grant funding. Further information about how many plans have been taken through the examination stage by Planet would be requested on the 14th July and GB would circulate a copy of the DPC purchase order.

Planet had quoted on a daily rate basis for a total of 9 days of support as at this early stage it was difficult to define what work would be needed. An objective for the 14th is to firm up with them what work should be undertaken particularly over the upcoming holiday period. The £1500 LOL would cover 3 or possibly 4 days work. Of this one half day at a cost of £187.50 (all figures are Vat ex) had been put in place. Planet have indicated that they will only invoice for time spent at the quoted rates.

It was agreed that the DPC should be asked to increase the LOL to cover the full 9 days of support but that GB would judge when to pass this request to the DPC dependent on need and any continuing concerns about the risks involved.

5. Requests to Parish Council to increase the Limit of Liability for consultant support.

It was resolved to request the Parish Council to increase the Limit of Liability of the purchase order placed to Planet from £1500 up to £3715 to cover the full cost of the company's quotation (Proposed by CL seconded by CW with all in favour)

6. Next meeting will be held on September 12th
7. AOB

Nothing was raised and GB closed the meeting at 10.00pm