

Dogmersfield Neighbourhood Plan Steering Group – Draft Minutes

Meeting of the Dogmersfield Neighbourhood Plan Steering Group held on Monday 13 February 2017 in the Dogmersfield Primary School starting at 6.00pm.

Those attending

Steering Group Members:

Chris Ward (CW)

Valery Scott (VS)

Carol Anne Harrison (CAH)

Geoff Beaven (GB)

Alastair Clarke (AC) representing Dogmersfield Parish Council.

Members of the public:

Carol Leversha

1. Welcome and introductions.

GB welcomed all present to the fifth meeting of the Dogmersfield Neighbourhood Plan Steering Group. He explained that the primary purpose of this meeting is to consider the outcome of the Vision Workshop held in December. Apologies had been received from Christine Lowe (CL) Mark Lowe (ML) and Lorraine Fullbrook.

2. Acceptance of the notes of the meeting held on the 14th November 2016.

It was resolved that the minutes of the meeting held on 14th November 2016 were a true record (CAH proposed, VS seconded with all in favour).

3. Actions Arising

Five resolutions at the last meeting of the Steering Group referred specific matters to the Parish Council for their consideration and action. These included the payment of an invoice submitted by Planet, the curtailment of the Council's commitment to Planet, the engagement of RCOH, the extension of the period of the current government grant and the application for further grants. These requests and recommendations were passed on and the outcome will be covered under the next agenda item.

4. Review of progress since the last meeting.

GB reported that at its December meeting the Parish Council considered the Steering Group requests and all were reflected in a number of similar resolutions. All of the required activities have been completed and after some further clarification of their quotation and engagement letter a purchase order was issued to RCOH with a limit of liability of £3000. Also a request to extend the end date for the first tranche of government grant until the end of February 2017 was made and has been accepted.

RCOH were quickly brought up to speed and the first major activity was a Vision Workshop that they facilitated on Thursday 15th December which involved most members of Steering Group and two Parish Councillors. This workshop built on the vision and objectives and all of the most challenging issues were re-examined. RCOH have considered all of matters raised

and have recently delivered a draft Vision Note that makes proposals for the work needed to complete the Neighbourhood Plan together with an updated project plan. The Neighbourhood Plan Working Group have been asked to consider the draft vision note.

The information provided should enable a further grant application to be formulated and submitted to cover the period to the end of March 2017.

5. Consideration of invoice from RCOH for £2,547.62.

The Steering Committee were satisfied with the work carried out to date by RCOH and they resolved that

The invoice for £2,547.62 submitted by RCOH should be paid subject to the DPC being content to do so (CW proposed, CAH seconded with all in favour).

6. Working Group's consideration of RCOH draft Vision Note

CW reported that RCOH took a little more time than we expected to draw together their conclusions from this exercise but a draft Vision Note was delivered just over a week ago. This note identified the main issues, the key decisions that remain to be taken, the form that the plan could take and made proposals for how to gather the evidence needed to support such a plan. RCOH also provided an updated project plan.

The NHDP Working Group met last week to consider the note and they reached some provisional conclusions although they want to capture these in the form of written note before making firm recommendations to the Steering Group.

Given the short time since the Vision Note was received The Steering Committee accepted this position.

Regarding the pressing issue of the potential need for a further grant application to cover the period to the end of March 2017. The current position was reported to be as follows:

Grants in hand are £2000 from Hart DC plus £3715 from the DCLG making a total of £5715

Invoices received are £864.60 plus £2547.62 and expenses are £108.0 making the total £3520.22 which includes VAT or £2933.52 before VAT.

The unspent balance is £2194.78 if VAT is included or £2781.48 before VAT

As VAT will be recovered by the Parish Council the VAT exclusive figures should count against the received grant. Hence available balance is £2781.48.

The RCOH updated project plan identifies a further £2000 VAT Ex plus expenses of expenditure before the end of March which is affordable within the available VAT Ex balance. It is also possible that this invoice could slip into April. In these circumstances subject to confirmation of the figures with RCOH the Steering Committee concluded that further grant applications could and should be deferred until April.

The Steering Committee concluded that the Parish Council should check these figures and reach its own conclusions recognising that there are significant advantages in deferring applications to the next financial year. A further issues is whether the current government grant period needs to be extended from the end of February to end of March 2017.

7. Consideration of next steps

The SG committee will consider the outcome of the WG consideration of the Vision Note.

8. Next SG meetings will be held provisionally on the 13th March 2017 or another convenient date other than the 10th April as this is earmarked for the Annual Parish Assembly
9. AOB

Nothing was raised and GB closed the meeting at 6.30pm