

Dogmersfield Neighbourhood Plan Steering Group – draft minutes

Meeting of the Dogmersfield Neighbourhood Plan Steering Group held on Monday 10 September 2018 in the Dogmersfield Primary School starting at 6.30pm.

Those attending

Steering Group Members:

Geoff Beaven (GB)
Chris Ward (CW)
Carol-Anne Harrison (CAH)
Christine Lowe (CL)

Alastair Clark (AC) representing Dogmersfield Parish Council

Members of the public: Carol Leversha (CA)

1. Welcome and introductions.

GB welcomed all present to the fourteenth meeting of the Dogmersfield Neighbourhood Plan Steering Group. Apologies had been received from Lorraine Fullbrook (LF), Mark Lowe (ML) and Valery Scott (VS).

2. Acceptance of the notes of the meeting held on the 13 November 2017.

The draft minutes have been circulated to the members of the Steering Group and comments have been embodied.

It was resolved that the minutes of the meeting held on 13th November 2017 were a true record (CW proposed, CAH seconded with all in favour).

3. Acceptance of the notes of the meeting held on the 14 May 2018.

The draft minutes have been circulated to the members of the Steering Group and no comments have been received.

It was resolved that the minutes of the meeting held on 14th May 2018 were a true record (CL proposed, CAH seconded with all in favour).

4. Actions Arising

GB stated that apart from acceptance of the minutes there were no matters resolved at the last meeting that are not covered in his progress report.

5. Review of progress since the last meeting.

It is some time since the last meeting and I don't intend to mention all aspects of progress since then. In summary request for a screening opinion on v9 of the draft Dogmersfield Neighbourhood Plan was progressing well as both Natural England and the Environment Agency endorsed the draft screening opinion prepared by Hart DC's consultants. However, Historic England expressed concern that draft policy DNP5 may not give sufficient weight to

the need to sustain or enhance the significance (the historic, architectural, archaeological or artistic interest) of Dogmersfield Park as a designated heritage asset.

A reworded section of the draft report including some additional supporting paragraphs was drawn up by our consultants offered by the steering Group to Historic England. In response Historic England proposed some further changes to the new supporting paragraphs to align the text more closely with the terminology used in the NPPF. The Steering Group responded accepting all of the proposed further amendments.

Historic England eventually confirmed that with the proposed changes that referred to Dogmersfield Park they were happy to agree the findings of the SEA Screening carried by Hart's consultants. Finally on 8th August Hart DC confirmed that the screening process had been completed meaning that there will be no need for either a Strategic Environmental Assessment or a Habitats Regulation Assessment.

Satisfying Historic England has been a very drawn out exercise as they only reacted after repeated progressing and it has also consumed unplanned consultant resources as we needed support and advice throughout these negotiations. Also unfortunately final clearance of the screening was only received after the start of the holiday period meaning that progress has been much slower than anticipated.

In the meantime the Neighbourhood Plan Working Group reviewed all of the comments on V9 of the draft plan which includes those provided by residents, as part of the local consultation exercise, Hart's initial reaction, by Hart's consultants, Natural England, Historic England and some additional advice from OneillHomer. The conclusions from this analysis has been collated in a single document and passed back to our consultants to take into account as they prepare the next draft plan called ' Pre-Submission' which will be to the standard needed for the first formal consultation known as Regulation 14.

However we now have a number of matters to resolve in order to ensure that our plan completes all of the remaining stages. Relevant factors are that:

Additional unbudgeted consultant resources have been consumed mainly in guiding us through the pre-screening process in particular in the additional steps necessary to avoid the need for the SEA and HRA.

Our consultants daily rates have increased from £500 to £550 per day (VAT ex). The government grant assumes a daily rate which constrains what consultants can charge. This allowable daily has increased to £550 for 2018/2019 and although we cannot benefit from the increased level of grant provided to cover the rate increase (because we are not carrying out an SEA) all consultants have taken advantage of this new situation to increase their rates.

A new version of the NPPF has been adopted which will have implications for Neighbourhood Plans. However, transitional arrangements mean that plans in the pipeline will not be required to reflect the new standards providing they can be adopted (final step in the process) by 24th January 2019. The implications of missing this deadline will be further delays and additional costs.

We have received OneillHomer invoice 590 for payment of £1000. This invoice was submitted for payment of £1500 but later reduced to £1000 through issue of a credit note. The original figure exceeded the limit of liability for the Parish Council's Purchase Order and the invoice was adjusted when this was drawn to their attention.

OneillHomer have provided an updated project plan which is a taut forecast of the consultancy support that we will need in order to complete our plan within the January 2019 deadline.

The Parish Council was required to repay £785 of the government grant in March 2018 and although a further grant application can be made for this same amount.

The Financial position is becoming critical and the Financial Report for the end of August that explains the situation will be appended to the minutes.

I therefore propose that you note the above situation

I proposed that the Steering Group should

1. Ask the Parish Council to pay OneillHomer invoice no 590 at a cost of £1000 (VAT Ex) noting that after payment the remaining balance of grant funding will be £781.46.

Resolution is that the Parish Council is requested to pay RCOH invoice 0590 at a cost of £1000 (VAT Ex) (CW proposed, CL seconded with all in favour)..

2. Ask the Parish Council to issue a further purchase order to cover 4 days of further consultancy support at a cost of £2200 (Vat Ex). This commitment will overspend the current grant funding by £1418.5. The SG should consequently request to use the earmarked reserve for this commitment which is needed now in order meet the January. 2019 deadline.

Resolution is that the Parish Council is requested to pay issued a further purchase order on OneillHomer coving 4 days of consultancy support with a limit of liability of £2200 (VAT Ex) noting that this commitment will overspend NHP grant funding by £1418.5 (CAH proposed, CW seconded with all in favour).

3. Ask the Parish Council to request a further grant payment of £785 noting that when this is received the grant funding overspend will reduce to £633.5.

Resolution is that the Parish Council is requested to make a further grant application for £785 (CAH proposed, CL seconded with all in favour).

4. Advise the Parish Council that the new consultancy support forecasts are very tight with no allowance has been made for expenses and printing costs. It is consequently possible that

Further overspends that eat into the earmarked reserve will be requested.

Resolution is that the Parish Council is advised that further expenditure such as for consultancy support, expenses and printing may be need which will also overspend grant funding (CW proposed, CAH seconded with all in favour).

The next meeting of the Steering Committee will be on 8th October or earlier if needed in order to launch the Regulation 14 consultation.

6. Consideration of next step – covered above

Next SG meeting will be held provisionally on the 8th October starting at 6.30pm or earlier if needed in order to launch the Regulation 14 consultation.

7. AOB

Nothing was raised and GB closed the meeting at 7.00pm.

Appendix 1 to the minutes

Neighbourhood Plan Financial Report – End August 2018

The NHP financial position is as follows based on the Parish Council's financial report for end August 2018 (all figures are VAT Ex)

Receipts	Hart DC Grant	£2000
	Gov Grant tranche 1	£3715
	Precept earmarked reserve	£2000
	Gov Grant tranche 2	£5285
	Gov Grant Repayment	(£785)
	Total	£12215

Expenditure to date £1500+£3000)	£8433.52 (£3933.52 prior year +
Available balance	£3781.48
Current Invoice 590	£1000.00
Remaining Balance	£2781.48 (£781.48 grant funding)

Although confirmation has been received that neither an SEA nor HRA are needed a further commitment of £2200 is required to complete the neighbourhood plan.

New Commitment	£2200.00
Remaining Balance	£ £581.48 (-£1418.5 NHP grant funding)

Following successful application for repaid grant funding of £785.

Remaining Balance	£1366.48 (-£633.5 NHP grant funding)
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This forecast assumes no further unforeseen problems consequently additional commitment on ONH/expenses/printing would need to draw further on the NHP earmarked reserve.