

Hemswell Cliff Parish Council	
Meeting	Ordinary Meeting of the Parish Council
Date	2 September 2019
Report by	Clerk
Report Title	Neighbourhood Plan Spend and Progress

1. **Summary**

- 1.1 This report provides an update on the progress of the Neighbourhood Plan. It also sets out an outline of the outstanding actions and seeks approval on how to spend the outstanding grant funding obtained from Localities.

2. **Background**

- 2.1 The Parish Council took the decision to start working on a Neighbourhood Plan for the Parish in 2017. At its extraordinary meeting on 27 March 2017, it agreed to appoint Open Plan for professional services at a cost of £7,452.00. At that time the Council had secured grant funding of £4,004 (Minute 209/1617 refers).

- 2.2 For various reasons, progress has taken longer than expected. This enabled the Parish Council to secure lottery grant funding in 2018 to hold a series of community engagement events. Feedback from residents at these events were used to form part of the evidence from the Community Plan.

- 2.3 Members of the Committee have been involved in the community engagement events and have drafted the history of the village and the Character Appraisal. The Committee will review the timescales of the project plan at its next meeting on 16 September 2019.

3. **Discussion**

- 3.1 The Council has now secured a further £4,950 grant funding from Localities. This funding is ring-fenced for the Neighbourhood Plan and must be spent by 31 March 2020. It is expected that this funding will cover Open Plan to complete the following tasks:

- Neighbourhood Profile
- Preparation of the draft plan (Regulation 14)
- Preparation of Submission Neighbourhood Plan (Reg 16)
- Preparation of Basic Conditions Statement
- Preparation of Consultation Statement

- 3.2 Additional grant of up to £8,000 is available for more technical aspects of the plan. We have received a free package of technical support to assess the Call for Sites from AECOM. The remaining tasks for the technical

aspects of producing the Plan are:

- Design Guidance/Code
- Preparation of the Scoping Report
- Preparation of Draft Sustainability Appraisal
- Preparation of Final Sustainability Appraisal

The Parish Council needs to agree to seek further funding to complete the above technical aspects of the Plan. The cost of the referendum will be funded by West Lindsey District Council.

3. **Options**

3.1 **Option 1** – Agree to complete the Neighbourhood Plan and approve the additional grant funding to Open Plan to complete the work and to seek further grant funding or free packages of work for the technical aspects.

3.2 **Option 2** – To not continue with the Neighbourhood Plan and return the grant funding to localities.

4. **Standing Orders, Policy and Financial Implications**

4.1 The recommendations in this report conform to Standing Orders and Financial Regulations. An original tender exercise was carried out in 2017. At this stage there is no cost to the Parish Council as grant funding has been received.

4.2 No new policies will be required.

4.3 No new training needs will arise.

5. **Recommendation to the Council**

5.1 That the Parish Council:

- agrees to continue to appoint Open Plan to carry out the work listed in paragraph 3.1 above at a cost of £4,950; and
- asks the Clerk to apply for additional grant funding to complete the stages in paragraph 3.2 above. If no further funding is forthcoming, then apply for the free packages of work.