

**BUDGET & POLICY COMMITTEE MEETING  
29<sup>TH</sup> AUGUST 2017**

**NEIGHBOURHOOD PLANNING AND RELATED MATTERS  
BRIEFING NOTE**

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**1. INTRODUCTION**

- 1.1 Following the decision of Tavistock Town Council to pursue the drafting of a Neighbourhood Plan for Tavistock, this Briefing Note is to explore the next steps required to progress this decision.

**2. CURRENT POSITION**

- 2.1 Tavistock Town Council has sought approval from West Devon Borough Council for the area identified to be covered by the proposed Neighbourhood Plan (Appendix 1).
- 2.2 Council designated this Committee as the body responsible for co-ordinating the progress of the Neighbourhood Planning process. To that end it is invited to endorse the recommendations included in Section 4.
- 2.3 The Committee will be aware that there are potentially available options for Grant Funding/support which are;
- a) A Grant of between £ 1,000 - £ 9,000 is available from Locality.  
NOTE Locality Applications are required before 31<sup>st</sup> January 2018, and the funds must be spent within six months or before 31<sup>st</sup> March 2018, *whichever is the soonest*;
  - b) Funding for Technical Support ,may also be available from Locality for those groups with complex issues, which can, where eligible, add a further £6,000 to the £ 9,000 already available, giving a maximum Grant ceiling of £ 15,000. However there are additional criteria to be met to be eligible for these additional funds

**NOTE** because of the requirements around spend timelines (a-b refer) it is not practical to take up this tranche of grants which are often used to pick up the costs of professional support later in the process. Locality has been requested to

clarify the position post March, 2018. It is understood the next round of funding is being rolled out in February 2018 and this would be the appropriate stage to make an application.

- c) A Grant of between £ 300 - £ 10,000 may also be available from Awards for All (National Lottery funded) if the required criteria are met (Appendix 2)

**NOTE** this might be an area where the Lead Member Group, or this Committee, might wish to populate the application form and make recommendation to Council (see below).

### **3. SUPPORTING THE PROCESS**

- 3.1 As indicated earlier professional support for the Neighbourhood Planning process is usually engaged in the latter stages of the process when there is clarity around breadth, depth, content and range of draft policies. Initially this would be funded by grant monies (see above) and such further contributions as the Council may choose to make at that time.
- 3.2 The provision of administrative support for the work associated with the Neighbourhood Plan will also need to be considered as Councils rarely have the skills or capacity to undertake this role. After contacting other Town Councils in Devon the options they have used tend to focus around;
  - a) Typically administrative support is initially mostly provided by those interested individuals who come forward from the Council, Community and Business sectors as a way of demonstrating commitment, ownership and ensuring cost efficiency and to get the documents toward first draft stage;
  - b) Larger settlements then frequently consider adding one or other of:
    - i. Where, in the latter stages, Consultants are appointed administration being included within the contract package; or
    - ii. Appointment of a dedicated administration resource on a self-employed basis; or
    - iii. Offer additional hours to any suitably skilled and experienced part-time employees interested in working additional hours.

#### **4. RECOMMENDATIONS**

That the Committee recommend to Tavistock Town Council

- 4.1 the appointment of not less than 1 Councillor from each Ward in Tavistock to serve as lead Members for the Neighbourhood Planning process (Minute No ..... refers);
- 4.2 such guidance as it considers appropriate to those Lead Members as to how it wishes to see the Neighbourhood Plan process taken forward;
- 4.3 the content it submits to be incorporated in the form of a draft submission in connection with the requirements of the Awards for All Form (Appendix 2 refers) in order that formal application can be made;
- 4.4 that application be made, when the new scheme is in situ, to Locality for the full amount of available grant, subject to eligibility;
- 4.5 that provision be made, in the next budget round, for a budget allocation for Neighbourhood Planning.

**JAN SMALLACOMBE  
ASSISTANT TO THE TOWN CLERK  
AUGUST 2017**