



HERTFORD TOWN COUNCIL

Ref: D&L//Bengeo NP Working Party

24 August 2017

TO: ALL MEMBERS OF BENGEO NEIGHBOURHOOD AREA PLAN WORKING PARTY

Dear Councillor

A Meeting of the Bengeo Neighborhood Area Plan Working Party will be held on:

**THURSDAY, 31ST AUGUST 2017
IN THE ROBIN ROOM, THE CASTLE, HERTFORD
AT 2.00 PM**

The Agenda is attached.

Yours sincerely

Mr J Whelan
Town Clerk

Councillors: S Newton, L Radford, S Dunkley and P Ruffles

TOWN CLERK - JOSEPH WHELAN MBA

The Castle • Hertford • SG14 1HR • Tel: 01992 552885 • Fax: 01992 505876 • Email:
town.clerk@hertford.gov.uk

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**AGENDA - MEETING OF THE BENGEO NEIGHBOURHOOD AREA PLAN
WORKING PARTY TO BE HELD ON THURSDAY 31 AUGUST 2017 AT 2.00 PM
IN THE ROBIN ROOM, THE CASTLE, HERTFORD**

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. DECLARATIONS OF INTEREST

To receive Members' declarations of Disclosable Pecuniary Interests (as defined by the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012) where these Disclosable Pecuniary Interests:

- a) Have not already been entered into the register and
- b) Relate to a matter to be considered

To note that such interests so declared must be formally notified to Town Clerk and the Monitoring Officer at East Hertfordshire District Council of the interest within 28 days.

To receive Members' declarations of Declarable Interests in accordance with Hertford Town Council's Code of Conduct (adopted 8th April 2013).

3. THE MINUTES

To confirm as correct the minutes of the meeting held on 03 August 2017 and to authorise the Chairman to sign the same.

4. QUESTIONS AND/OR STATEMENTS FROM MEMBERS OF THE PUBLIC

Members of the public may speak about specific items on this agenda which contain a recommendation, provided they have advised the Town Clerk of their wish to speak no later than midday on the Friday before the meeting (or midday of the last working day of the week before the meeting). A list giving details of the name(s) and relevant agenda item(s) will be circulated to Councillors before the meeting commences.

5. THE BENGEO NEIGHBOURHOOD AREA PLAN PROGRESS TO DATE

To receive a report on the work done in the last month for BNAP (**PAPER A**). To receive the minutes of the previous Community Steering Group meeting (**PAPER B**).

6. TERMS OF REFERENCE FOR THE COMMUNITY STEERING GROUP

To consider the Terms of Reference that seek to regulate the activity of the Community Steering Group (**PAPER C**).

7. THE WEBSITE AND OTHER FORMS OF THE NEW MEDIA FOR BNAP

To receive a report on the usage of a website and other social media platforms for the advancement of the Bengo Neighbourhood Area Plan. To consider the role of Hertford Town Council for the promotion of BNAP on these platforms (**PAPER D**).

8. EXCLUSION OF PRESS AND PUBLIC

It is recommended that in view of the confidential nature of the following items, which relate to the business matters of other individuals and organisations, the public shall be excluded while the following item is discussed. This is in accordance with the Public Bodies (Admission to Meetings) Act 1960, as amended by the Local Government Act 1972.

9. BENGEO NEIGHBOURHOOD AREA PLAN WEBSITE COSTS

To receive a report regarding the costs of the Love Bengo website (**PAPER E**).

Update on the work for BNAP

Since the last meeting of the BNAP Working Party on 03 August 2017, an interim Community Steering Group meeting took place on 09 August 2017. The minutes of this meeting are attached in Paper B.

The members of the Group agreed that while progress has been made to increase the representativeness of the people involved in BNAP, there is still more work to be done to reach out to businesses and other stakeholders.

Some initial working groups were considered, namely:

- Homes & Development;
- Culture & Community;
- Transport & Traffic;
- Business & Enterprise;
- Natural Environment & Green Spaces.

Volunteers are being sought at the moment to Chair the aforementioned groups.

The acting Chair of the Group suggested that the adoption of both Terms of Reference and a Constitution would allow the Group to exercise more autonomy. However the two members of the Working Party present at the meeting added that the Working Party would need to be kept informed and be able to exercise their oversight role. The Terms of Reference for the Community Steering Group are attached in Paper C.

The Community Steering Group considered whether communications should be approved by Hertford Town Council. The members felt that this would be impractical for routine communications, however approval should be sought whenever the name or logo of the Town Council appear as to be endorsing a communication. In a broader context, this matter connects with point 7 on the Agenda on the usage of new media and the input that Hertford Town Council should have on this.

The next meeting of the Community Steering Group has been scheduled for 7 September, from 7.30pm at the Bengeo Club.

The Planning Consultant will deliver a workshop for the members of the public who want to be actively engaged in the work for the Bengeo Neighbourhood Area Plan. The event will take place on 12 September starting from 7.30pm at the Hertford Theatre River Room, and will provide guidance on how to:

- Turn the issues that have been raised so far by the Bengeo residents into draft objectives and a vision;
- Formulate questions to be included in the Neighbourhood Plan survey;
- Collect evidence to support the planning policies;
- Ensure that the work for the Neighbourhood Plan follows regulations and standards of good practice.

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Minutes of the interim Community Steering Group on 9 August 2017

Bengeo Neighbourhood Area Plan

Minutes of the Community Steering Group Meeting held at the Bengeo Club at 19:30
on 9 August 2017

Attendees:

Mark Lynch (Chairman of BNAP Community Steering Group, Sacombe Rd resident)
Cllr Steve Cousins (middle Bengeo resident, town & district councillor)
Cllr Linda Radford (town & district councillor)
Cllr Peter Ruffles (town & district councillor, Bengeo Working Club trustee)
Cllr Andrew Stevenson (lower Bengeo resident, town & county councillor)
Cllr Mari Stevenson (lower Bengeo resident, district councillor)
Hilary Durbin (Chairperson of Lower Bengeo Residents' Association)
Ben Penrose (Chairman of Molewood Residents' Association)
Frank Butler (Treasurer of Great Molewood Residents' Association)
Terry Betts (Chairman of Hertford Civic Society)
Paul Keyworth (lower Bengeo resident)
Aska Pickering (Sacombe Rd resident, Chairperson of Stop Bengeo Quarry group)
Doug McNab (town planner & Molewood Rd resident)
Linda Pryor (middle Bengeo resident)
Sue Cousins (middle Bengeo resident)
Janet Gibbs (lower Bengeo resident)
Jock Wright (lower Bengeo resident)
John Howson (Molewood Bengeo resident)
Justine Perry (Dimsdale area business, Cariat Marketing)

Apologies:

Cllr Sue Dunkley (Folly Island resident & town councillor)
Cllr Sally Newton (Ware Park resident & town councillor)
Joseph Whelan (Hertford Town Clerk)
Maria Iancu (Hertford Town Council project assistant)
Colin Broomfield (Buckwells Field resident)
Jody Saunders (middle Bengeo resident)
Jaqueline Veater (Hertford Town Council consultant)

The minutes of the last meeting (12 July 2017) were agreed.

The meeting began with a summary of the Town Council Working Party (WP) meeting held on 3 August 2017. The WP were reviewing a number of example successful Neighbourhood Plans and the subject of Terms of Reference for the BNAP was not on the agenda. It was suggested that the example of Bishops Stortford NPs should be considered and that Town Clerk is very happy to provide information.

Then the events of the BNAP Volunteers Meeting held on 26 July 2017 were summarised:

- 40 participants

- Lots of feedback and discussion, leading to the identification of a set of key themes for the plan:
 - Housing and Development
 - Traffic and Transport
 - Natural Environment and Green Spaces
 - Culture and Community (with Leisure subgroup)
 - Business and Enterprise
- The BNAP still needs to reach out to more businesses and other stakeholders, but activities are in place to address this and representation was reasonably broad for the stage of the process.
- It was suggested that the name of Natural Environment and Green Spaces may change to Natural Environment and Countryside.

Then a discussion of the Community Steering Group's Terms of Reference and Constitution followed, where the Chair felt:

- There is currently energy and support for the plan within the community but this could easily dissipate in the absence of any obvious progress.
- There are external pressures (e.g. HERT4) that add an element of urgency to the production of a draft plan.
- Many on the steering group therefore feel the need to move the plan forward as quickly as possible and are hoping for a relationship with the Town Council that allows that to happen. Hence the request to consider a Constitution to establish the Community Steering Group (CSG) as a body with a degree of independence.

It was stated that the CSG could be allowed to do just that, as long as the WP are kept informed and are able to exercise their oversight role. It was agreed that this was an appropriate way forward and would be consistent with HTC concerns about their limited resources. This was the approach adopted by the meeting.

It was suggested having both a constitution and terms of reference (ToR) so long as they were consistent.

It was agreed that any further comments on the ToR would be combined, with the intention of submitting the ToR to the next steering group meeting for adoption. Any suggestions for amendments to the ToR should be sent by 22 August. The ToR will be also submitted in time for the next WP meeting.

The following points were also made in relation to ToR during the meeting:

- An explicit reference should be made to the duty to liaise and cooperate with adjacent authorities and Neighbourhood Plans.
- The Hertford Civic Society (HCS) and other community organisations are explicitly added to the ToR - they wish to be involved.
- Explicit agreement should be made for organisations such as HCS to send a representative to CSG meetings rather than nominating a specific person.

It was reminded that wide representation (specifically for landowners, enterprise etc.) is an important part of making the BNAP successful. It was reported that CRH (Tarmac) had expressed an interest in playing some role in the BNAP. Tarmac see

their development of 8 highly sustainable dwellings on Sacombe Rd (a sensitive greenbelt location) as a flagship project, and it may be a useful model for HERT4. Some wording that had been approved by CRH (Tarmac) was circulated. Additionally, it was reported that McMullen and Sons have also expressed an interest in being involved (their HQ is within the ward boundary).

ACTION: To ensure an updated Constitution/ToR goes onto the agenda for the next Steering Group meeting in September.

The meeting continued with a presentation of a proposal for a “Communications and Management” Group that would co-ordinate internal and external communications on behalf of the CSG and essentially be an executive group with day-to-day responsibility for running BNAP activity (on the understanding that full CSG meetings are required for significant decisions). It was agreed that this should go ahead with Aska Pickering leading. Queries followed about the group’s name and it was agreed that the “management” aspect needs to be clearer. Options suggested included Communications Management Group or Communications Strategic Group. It was suggested that this Group would effectively be the CSG Executive and that may be a suitable model for it.

One suggestion was that any communications should be approved by the Town Council in advance. The meeting agreed that, while this would be impractical for most routine updates and communications, it should be the case whenever communications appear to be officially endorsed by the Town Council.

ACTION: To suggest a name and Terms of Reference for the “Communications and Management” Group at latest 1 week before the next CSG meeting.

A short summary of the initial analysis of the results of the survey monkey questionnaire on the BNAP website followed. The response numbers are small so far (about 40) but growing.

Members agreed to share information about the BNAP among residents in Great Molewood although some feel that they may not normally consider themselves part of Bengoe. However, it was pointed out that as they are part of Bengoe Ward, they would be affected by the Neighbourhood Plan.

It was proposed that the BNAP should make an effort to engage younger members through Youth Workers, etc. Engagement through schools will be also important.

Then the proposals for an initial set of BNAP Working Groups were introduced:

- Homes & Development
- Culture & Community. (The HUDS is proposing a Cultural Quarter for the area between Courtyard Arts and Hertford Castle. Historic buildings/conservation and new development - there is a possibility that the Arts Council may fund a significant project on the Old Brewery and Old British School sites.)
- Transport & Traffic (which would cover congestion and parking issues)
- Business & Enterprise.
- Natural Environment & Green Spaces.

The CSG is actively looking for leaders/co-ordinators for the Working Groups (from the pool of 60 or so volunteers). Initially they are asked to pull together a pool of volunteers for the Working Group. It is expected that the WG co-ordinators will sit on the CSG and help co-ordinate and report plans/status via the Communications and Management Group.

So far two persons have agreed to lead the Natural Environment & Green Spaces; and the Business & Enterprise WG, respectively. One person volunteered to engage business owners to solicit feedback and start developing themes.

ACTION: To connect volunteers for each Working Group.

It was suggested that all Working Groups should:

- Explore broader themes for preservation or future development.
- Focus on how to engage with the community and gather evidence if policy is to change.
- Look at the District Plan and ensure that the suggested policies do not already exist (avoid replicating existing policies).

There is no more information yet on the Working Group volunteer workshop agreed to be ran by the Planning Consultant on 12 September.

ACTION: To follow up with the Planning Consultant and the Project Officer to promote the workshop for Working Group.

There was no detailed discussion of the proposed BNAP Roadmap itself, but some suggestions were received on how to extend and improve the information being gathered:

- Add some simple demographic questions to end of the on-line questionnaire.
- Distribute the website address at high footfall areas (e.g. Hertford North Stn)
- Make it possible for respondents to respond via email, a paper copy or phone.
- Distribute through Residents' Associations
- School newsletters
- Engagement outside Sainsbury's supermarket
- Hertford outdoor cinema
- Engage neighbours - can be done by volunteers, CSG members and the Residents' Associations

It was agreed that the next step on the Roadmap is to engage with members of the CSG and Planning Consultant and any support provided by EHDC (new person appointed).

**ACTION: To present a draft roadmap to share at the next Steering Group meeting.
To share the contact with EHDC specialist.**

Under "Any Other Business", clarification was sought on how the plan is supported financially and what would happen if the referendum fails. It was explained that

EHDC will support the statutory Examination and the Referendum, while the Town Council has budget for the process of producing the plan (to fund, e.g. a consultant). The possibility of the plan failing was discussed and the conclusion reached was that the Town Council and CSG must remain true to developing a plan that the community wants and supports.

It was suggested that East Herts District Neighbourhood Planning Guidance should be included in any "Further Reading" lists supplied as part of BNAP documentation or, e.g. on the website.

The next CSG meeting is on 6 September. It was agreed that the meeting after that should be on Thursday 5 October. It was suggested that the monthly meetings should make use of other venues and Cowbridge Hall was considered for the next one.

ACTION: To investigate using Cowbridge Hall for the next meeting.
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The meeting closed at ca. 21:40.

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Proposed Terms of Reference for the Community Steering Group

TERMS OF REFERENCE FOR THE BENGEO COMMUNITY STEERING GROUP

Steering Group Terms of Reference

Name

The title of the group shall be the **Bengeo Neighbourhood Area Plan Community Steering Group**, hereafter referred to as the Community Steering Group.

Objects

The Objects of the Group are to formulate, develop, publish and have adopted by East Herts DC a Neighbourhood Plan for Bengeo that looks forward to the neighbourhood requirements for the next 15 years.

Purpose

The purpose of the Community Steering Group shall be to support Hertford Town Council to carry out the following tasks:

- Investigate and identify support for BNAP;
- Work together with Hertford Town Council and the Planning Consultant to develop a Neighbourhood Plan for the Ward of Bengeo, defined by the designated area approved by East Herts District Council;
- To liaise as appropriate with local Authorities, namely Hertford Town Council, East Herts District Council and Hertfordshire County Council;
- To work in partnership with the Town Councillors Working Party;
- To establish a joint communications strategy with the Hertford Town Council and Town Councillors Working Party;
- To ensure that membership of the Group is adequately representative of the residents and other stakeholders in Bengeo;
- Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible;
- Identify priorities and timescales for local action in the project plan, including the lead organisations and potential sources of project funding;
- Regularly report back to the Councillors' Working Party on progress, issues arising, and outcomes.

Affiliation

The Group shall be independent of all political parties.

Defining Roles

At the first meeting, the Community Steering Group will elect members to the roles of Chair and Vice Chair and any other roles as might be required. These positions will be subject to an annual review and shall be elected by a majority of members of the group.

Membership of the Community Steering Group

- Membership shall be open to all residents, businesses or community organisations located within Bengoe Ward and elected members of the District and Town Council.
- Where possible, the number of members should be limited to 21 and reasonable endeavours shall be made to ensure that Group membership is representative of the geographic population areas, businesses and community organisations.
- The Group should include the chair and vice chair, chairs of each Working Group, the coordinator of the Communications Group, chairs of the formally constituted residents associations and representatives of the Hertford Town Councillors Working Party.
- Officers of Hertford Town Council and the Planning Consultant will assist the Group.
- Any complaint about the behaviour or conduct of a member of the Group shall be made in writing to the chair. The chair and the Town Clerk will investigate the complaint and decide on the appropriate action. (Any member held to be behaving in an inappropriate or offensive way might be asked to leave the Group.)

Disclosure of Interests

Under the terms of the Localism Act 2011, individual members of the Advisory Committee will have a duty to disclose in advance any pecuniary or other personal interests. This will include any political, employment, land ownership, or other affiliation, which has a bearing on the work of the Advisory Committee or on an agenda item. A register of pecuniary or personal interests will be completed by each member of the Group, regularly updated to incorporate any changes and kept by the Town Clerk

Training and Development

Members of the Group will make every effort to take up the opportunity for training or learning about any aspects of its work.

Equal Opportunities

- The Group should not discriminate on any grounds, including but not limited to gender, race, colour, ethnicity, nationality, sexuality, disability, religious or political belief, marital status or age.

Communications

- The Community Steering Group will establish a Communications Group and elect a Communications Coordinator which will deliver the Communications Strategy and prepare the Communications Statement
- No member of the Community Steering Group shall make any statement – whether spoken, in writing, or otherwise - on behalf of the Group without the express authorisation of the Communications Group.

Roles and Relationships

- Hertford Town Council's public liability insurance will cover the previously agreed activities of the Community Steering Group and volunteers, but Community Steering Group members, in liaison with the Town Clerk, need to ensure that terms of the insurance are not breached.
- The Councillors' Working Party will provide the opportunity for the endorsement of regular reports via its meeting agenda.
- Working Groups will carry out duties specified by the full Community Steering Group, which may include, but is not limited to:
 - 1) Data gathering
 - 2) Consultations
 - 3) Making recommendations
- The make-up and purpose of Working Groups will be regularly reviewed by the full Community Steering Group.
- It is expected that all Community Steering Group members abide by the principles and practice of Hertford Town Council's Code of Conduct including declarations of pecuniary interest.

Meetings

- The Community Steering Group shall meet every two months as a minimum, or as may be required.
- A programme of meetings will be agreed by the Community Steering Group and regularly updated.
- The quorum for meetings of the Group shall be five.
- The meetings will be open to the public, unless the nature of the matters requires confidential discussions.
- At least seven clear days' notice of meetings shall be sent to members via the communication method agreed with, and appropriate to, each individual member.
- Whenever possible, notices of meetings should detail the matters to be discussed.
- The Project Officer shall keep a record of the meetings, and circulate notes to the Community Steering Group members and the Councillors' Working Party in a timely fashion.

Working Groups

- The Community Steering Group may establish such Working Groups as it considers necessary to carry out the functions specified by the Community Steering Group.
- Each Working Group should have a lead person or chair that will also attend the Community Steering Group.

Working Documents

All working documents should be stored in a central location accessible to members of the Community Steering Group, officers of Hertford Town Council, members of the Hertford Town Councillors Working Party and the Planning Consultant. This may be a Dropbox, Google Drive or other cloud storage mechanism.

Finance

- All grants and funding will be applied for and held by the Hertford Town Council, which will ring-fence the funds for Neighbourhood Plan purposes only.
- Notification of all planned expenditure will be given to the Town Council before actual costs are incurred.
- Large items of expenditure (over £500) should be placed on the agenda of the Development and Leisure committee at Hertford Town Council for approval.
- The Finance Manager from Hertford Town Council shall keep a clear record of expenditure supported by receipted invoices and will regularly review and update the budget in liaison with the Town Clerk.
- The Project Officer will report back to the Community Steering Group and Hertford Town Council on planned and actual expenditure for the project, as and when needed.
- Invoices will be made out in the name of Hertford Town Council who will pay them at their next scheduled Hertford Town Council meeting.
- Members of the community who are involved as volunteers with any of the Working Groups may claim back any previously agreed expenditure that was necessarily incurred during the process of producing the Neighbourhood Plan. This includes, but is not limited to, postage, stationery, telephone calls and travel costs.

Dissolving the Community Steering Group

- At the conclusion of the BNAP project Hertford Town Council and the Community Steering Group should discuss the future working of the Community Steering Group. The Group may wish to pursue the accomplishment of the objectives in the Action Plan. If the Community Steering Group wishes to dissolve it must notify the Hertford Town Council.

BACKGROUND INFORMATION

Although, within East Herts it is only a parish council that can instigate a Neighbourhood Plan, Hertford Town Council would like to enlist the help and assistance of volunteers from the local community via a Community Steering Group to undertake the day-to-day tasks for the Bengoe Neighbourhood Area Plan (BNAP). The main outputs resulting from the work for a Neighbourhood Plan will be the Neighbourhood Plan document itself, the Consultation Statement, the Basic Conditions Statement, a substantial evidence base and the Community Action Plan. The Neighbourhood Plan is a document that contains a vision for the neighbourhood area and a set of policies that along with other local policies, will be the basis for the determination of planning applications. The community in Bengoe and Hertford Town Council will be working on the Neighbourhood Plan document until a final draft is submitted for examination at East Herts District Council.

The Community Action Plan contains all other objectives that are consistent with the vision for the development of the neighbourhood area, but which cannot be included in the Neighbourhood Plan as planning policies (e.g.: the community would like to see longer opening hours at the doctors' surgery). The Community Steering Group may wish to pursue the accomplishment of the objectives in the Action Plan after the Neighbourhood Plan is adopted.

It is important to remember that Hertford Town Council still has responsibility for the Neighbourhood Plan and all the final decisions made.

Why a Community Steering Group?

The establishment of a Community Steering Group (shortly "Group") will allow the delegation of some tasks of organising consultation events, communications, information gathering, and working on the draft of the Plan.

The roles of the Group are to:

- Consider the overall aims of the Neighbourhood Plan.
- Set together with Hertford Town Council and the Planning Consultant a project plan and monitor activities against the timetable outlined.
- Link the aims and objectives of BNAP in a wider context.

As Hertford Town Council remains the responsible body for BNAP, the Community Steering Group must report to Hertford Town Council on a regular basis and receive ongoing endorsement, via the Councillors' Working Party meeting minutes, during the production of the Neighbourhood Plan.

The Community Steering Group will need to develop together with the Planning Consultant a project plan and communications strategy for the production of the Neighbourhood Plan within the budget set by the Hertford Town Council. Hertford Town Council is accountable for the expenditure and ensuring that the project budget remains on track. Therefore, the Community Steering Group needs to keep Hertford Town Council informed of any changes in timetable or budget requirements. The Community Steering Group will ensure that links between the community, the Councillors' Working Party and the Plan's Consultant are maintained and everyone has the opportunity to be engaged within the project.

In addition, the Community Steering Group is not just limited to the tasks already detailed; there are many other possible tasks that they could also undertake, such as:

- Providing a forum for discussion and debate.
- Helping to see more effective ways of getting things done.
- Motivating the community to be involved throughout the plan.
- Troubleshooting any conflicts raised.
- Assisting the plan to achieve a high profile within the local area and wider community.
- Maintaining the energy and enthusiasm to ensure that whatever needs to be done, will be accomplished.
- Setting up work sub-groups to focus on particular themes that arise through the consultation process.
- Identifying ways of involving the whole community and gather the views and opinions of as many individuals, groups and organisations in the community as possible.
- Obtaining advice and information about relevant matters and policies.
- Prioritising actions, using the findings from the consultation process and information from other sources.
- Establishing the necessary skills required to complete the Neighbourhood Plan.
- Undertaking and producing the additional material such as consultation reports and environmental assessments.
- Reporting back to and receiving endorsement from the Councillors' Working Party on progress, issues arising and outcomes throughout the process.

The Setting Up of the Community Steering Group

The Community Steering Groups should be representative of the entire Bengoe neighbourhood area. Membership of the Group should be reflective of the diversity of Bengoe ward.

The Community Steering Group should include both Hertford Town Council Councillors and members of the community. There is no required size for the Community Steering Group but smaller groups can sometimes lack the breadth of experience or resources required whilst larger ones can lose focus.

Deciding on the skills and experience required within the Group would be a good starting point. It would be beneficial to get a diverse range of skills involved, therefore avoiding people with similar skills or backgrounds and seek to incorporate members from all of the Bengoe community.

It is a good idea for everyone on the Group to have clearly defined roles, which will also enable the group to make the best use of resources, for example; a people person would be good at getting community support and organising consultation events, yet a transportation expert would be good at advising on options for reducing congestion.

Together with the Planning Consultant and Hertford Town Council, the members of the Group will develop a clear project plan early in the process, outline a working

budget, set aims and objectives, and set guide timescales. It is important to keep up regular meetings throughout the development of BNAP, this will not only keep everyone abreast on the progress of the Plan but will also help to maintain enthusiasm at all times.

The relationship between Hertford Town Council and the Community Steering Group:

Throughout the development and implementation period of BNAP the Plan will be overseen by the Bengeo Councillors' Working Party. A Neighbourhood Planning item will be standing on the agendas of the Hertford Town Council full committee and the Development and Leisure committee.

Activities undertaken by the Community Steering Group should be transparent and communications links with the Hertford Town Council, including the Councillors' Working Party strong as they will remain the responsible body.

The Community Steering Group should report to and receive endorsement from the Councillors' Working Party on a regular basis.

Responsibilities:

- There should be minutes of Hertford Town Council's decisions in relation to the Community Steering Group and Neighbourhood Plan.
- Budget responsibility lies with Hertford Town Council and not the Community Steering Group.
- It is recommended that the Community Steering Group gives a presentation to Hertford Town Council at key stages of the Neighbourhood Plan process.
- The Community Steering Group present the Neighbourhood Plan to Hertford Town Council who will ultimately sign the document off if it has followed the correct procedures for its elaboration.
- Members of Hertford Town Council can be in the Community Steering Group.
- Conflict within the Community Steering Group should be referred to Hertford Town Council.
- Terms of Reference used by the Community Steering Group will have been agreed by the Hertford Town Council.
- A Communications person or team will help with the communication between the Community Steering Group, the larger community and the Councillors' Working Party.

How to facilitate the Group's success:

To help ensure a successful steering group the members should:

- Take an active part in the meeting (not just sit there).
- Make positive proposals (when ideas are needed).
- Ask questions (if information is needed).
- Offer alternatives (to create agreement).
- Build on proposals (to cement group vision).
- Test ideas (not reject them out of hand).
- Explain opposition (not just flat rejection).

- Help others (to cement solidarity).

It is recommended that for the Community Steering Group meetings there are:

- A 'Terms of Reference' document, approved by Hertford Town Council
- A Chair and Vice Chair of the Community Steering Group.
- An agenda, which discussion should follow.
- Notes of the meeting, taken by the Project Officer and circulated later.
- A clear understanding at the end of each meeting on the recommendations to be taken forward, or work to be done prior to the next meeting.

Finance considerations of BNAP

The financial implications of your Neighbourhood Plan will be a key priority throughout the process. However there are some considerations the Community Steering Group will need to be aware of.

- The Community Steering Group cannot make any financial decisions on behalf of the Hertford Town Council.
- A budget will be agreed by Hertford Town Council.
- Large items of expenditure should be placed on Hertford Town Council's agenda for approval, the threshold of which is to be decided by Hertford Town Council and written into the Terms of Reference.
- Invoices should be sent to Hertford Town Council and should be paid in accordance with the Hertford Town Council's financial regulations.
- Any commissioning of funded expertise from other bodies must be undertaken by the Hertford Town Council.

Terms of Reference

Terms of Reference for the Community Steering Group should be approved by the Councillors' Working Party.

Terms of reference should ensure that the Councillors' Working Party receives regular written reports from the Community Steering Group. Draft sections of the Neighbourhood Plan should be endorsed by Hertford Town Council to ensure the Council is fully on-board with the plan before it reaches completion. The Community Steering Group is responsible for liaising with Hertford Town Council.

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RECOMMENDATION:

It is RECOMMENDED that the Working Party approves these Terms of Reference.

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The Love Bengoe website and other forms of new media

The Love Bengoe website (<http://lovebengoe.org.uk/>) has been opened in June 2017 to promote BNAP to the larger public and to keep them informed on the activities pursued for the development of the Plan. It is a cost-effective means to access and share relevant information. The cost of the Love Bengoe website is attached on Paper E and Members should consider that the Community Steering Group has no allocated budget.

A Facebook page named “Love Bengoe - Bengoe Neighbourhood Area Plan” is also being used to provide updates on the Plan, alongside with the “Stop Bengoe Quarry” Facebook group.

BNAP is occasionally promoted on Twitter and Instagram platforms on the “Love Bengoe” pages. Love Bengoe is a brand that the community has been using in the last years to promote its projects.

Survey Monkey is an online survey platform that allows paperless surveys to be applied, automatically inputs data and offers some basic data processing. It reduces the cost of consultations and was successfully used for the Sele Neighbourhood Area Plan.

At the moment two Survey Monkey pages are being used for BNAP: one to sign up people to volunteer and another page to apply an initial survey asking residents on their priorities for Bengoe.

Currently Hertford Town Council is not the owner of these pages, nor does it have any administrative privileges for them.

Working Party Members should consider the minutes of the Community Steering Group meeting (on page 9 in this document), where the Members of the Community Steering Group did not feel like it would be a good idea to seek approval “for most routine updates and communications, [but] it should be the case whenever communications appear to be officially endorsed by the Town Council.”

It is RECOMMENDED that:

- a) The Working Party **notes** the report.
- b) The Working Party **considers** what role Hertford Town Council should have in the administration and sending of communications on the aforementioned online pages.

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