



HERTFORD TOWN COUNCIL

Ref: D&L/Bengeo NP Working Party

23 February 2018

TO: ALL MEMBERS OF BENGEO NEIGHBOURHOOD AREA PLAN WORKING PARTY

Dear Councillor

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

**THURSDAY, 1ST MARCH 2018
IN THE ROBIN ROOM, THE CASTLE, HERTFORD
AT 2.00 PM**

The Agenda is attached.

Yours sincerely

Mr J Whelan
Town Clerk

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

TOWN CLERK - JOSEPH WHELAN MBA

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**AGENDA - MEETING OF THE BENGEO NEIGHBOURHOOD AREA PLAN
WORKING PARTY TO BE HELD ON THURSDAY 1ST MARCH 2018 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 01 February 2018 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. MINUTES OF THE BENGEO COMMUNITY STEERING GROUP MEETING

To receive the minutes of the Bengoe Community Steering Group meeting which was held on 06 February 2018 (**PAPER A**).

6. UPDATES ON THE PROGRESS OF THE BENGEO NEIGHBOURHOOD AREA PLAN

To receive updates on the Bengoe Neighbourhood Area Plan (BNAP) ward-wide survey and its financial costs (**PAPER B**).

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**REPORT TO A MEETING OF THE BENGEO NEIGHBOURHOOD AREA PLAN
WORKING PARTY – 1ST MARCH 2018**

**AGENDA ITEM 5 – MINUTES OF THE BENGEO COMMUNITY STEERING
GROUP MEETING**

Bengeo Neighbourhood Area Plan

**Minutes of the Community Steering Group meeting held on Tuesday 6
February 2018 at 7:30pm in Hertford Castle**

Attendees:

Mark Lynch (Chairman)
Cllr Steve Cousins
Cllr Andrew Stevenson
Cllr Peter Ruffles (delayed)
Jacqueline Veater (HTC consultant)
Sue Cousins
Ben Penrose (MRA, Business WG)
Hilary Durbin (LoBRA, Transport WG)
John Howson (Natural Environment WG)
Emily White (Development WG)
Mike Howarth (Culture and Community WG)
John Cooper (Great Molewood Residents Association)
Brendan Clifford (Folly Island Association)

1 APOLOGIES FOR ABSENCE

Apologies had been received from:
Paul Keyworth (Culture & Community WG)
Terry Betts
Justine Perry (Business WG)
Alex Pharaoh (Transport WG)

2 MINUTES OF LAST MEETING

The minutes of the previous Steering Group meeting (9 November 2017) were agreed as being a correct record.

3 FEEDBACK FROM THE TOWN COUNCIL WORKING PARTY

The previous WP meeting was on February 1st. The HTC Project Officer had given the Chairman a brief summary so, since no Town Council WP members or officers were present (Peter Ruffles joined later), he passed that information to the meeting. The key points were that the WP had:

- approved the body of the BNAP survey being prepared
- stressed the importance of adding an attractive “wrapper” to maximise the response rate

- requested that the survey should not appear to promise the delivery of any of the proposals being consulted on.

4 REGISTER OF INTERESTS

There was some discussion of the draft “Register of Interests” form and it was decided to:

- Change the title of section 3 to “Land or Property”.
- Add headings for a signature and date.

It was then agreed that the suggested procedures for creating a Register of Interests should be adopted. The Chairman requested that all Steering Group members (other than Councillors) complete and return to him a copy of the Register of Interests form.

5 BNAP SURVEY

The Chairman briefly described the current status of survey preparation. The design had been finalised (and WP feedback taken into account). Some inkjet-printed mock-ups of the survey cover were circulated.

The Chairman then initiated an open discussion of the BNAP Survey questions.

Emily White declared that her job with HCC gave her access to privileged planning information, but that she would restrict her comments to topics that were in the public domain.

Hilary Durbin declared that she had been asked to attend as the Transport WG representative but that, as Chair of LoBRA, she felt she also needed to articulate the views of LoBRA residents.

The discussion was long, but productive without being contentious. Changes were agreed to five of the survey questions.

At the end of the discussion it was formally agreed to go ahead with the survey as it stood with the agreed changes.

The Chairman invited ideas about advertising/promoting the survey:

- It was pointed out that the Parish Magazine could advertise it (the Chairman to send some text).
- Posters in shops/pubs/schools.
- The use of a QR code on posters should be explored. The Chairman agreed to test whether the on-line survey worked well on a smartphone and to create a QR code if so.
- It was emphasised that Steering Group and Working Groups members could all mention the survey to nearby neighbours. Residents should also be encouraged to help less able neighbours to complete the survey.

The survey is later than initially planned and the closing date of March 11th will be less than four weeks away when the paper survey is delivered. It was decided to stay with 11 March, however, because there are benefits to analysing the survey etc. before the Easter break – and if the number of

responses turns out to be very low, it would be possible to move the closing date.

Finally the Chairman asked the Working Groups representatives present to ensure that the groups continue to meet even though there will be no usable survey analysis until mid-March. It was suggested that they could start to consider plan policy areas (at least in outline) for those topics that seem likely to be supported by residents.

6 NEXT STEPS

The Chairman suggested that in view of the time, a discussion of Next Steps could be deferred which was generally agreed.

7 ANY OTHER BUSINESS

None.

8 DATE OF NEXT MEETING

There was some discussion of the date of the next meeting. The date Monday 5 March has been reserved in the diary, but Councillors present pointed out that both Mondays and Tuesday evenings clash with regular Town and District Council meetings.

Also the HTC Consultant thought that 5 March was too soon and there may not be very much business to consider.

It was agreed that the Chairman would consider an alternative date and publish it.

The meeting closed at 9:30pm.

RECOMMENDATIONS

It is RECOMMENDED that:

- a) The Working Party **notes** the minutes.

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**REPORT TO A MEETING OF THE BENGEO NEIGHBOURHOOD AREA PLAN
WORKING PARTY – 1ST MARCH 2018**

**AGENDA ITEM 6 – UPDATES ON THE PROGRESS OF THE BENGEO
NEIGHBOURHOOD AREA PLAN**

1. PURPOSE OF THE REPORT

To inform the Members of the Working Party on the work completed since the previous meeting concerning a ward-wide survey for the BengEO residents. To update on the costs related to undertaking of the survey.

2. BACKGROUND INFORMATION

In the report for the previous Working Party meeting on 1 February 2018 it was noted that work was being carried out in preparation of the survey and approval was sought for the expenditure related to the provision of online survey services and for printing and stitching paper surveys.

3. PROGRESS MADE

The members of the Community Steering Group were invited to test the online version of the survey on 12 February 2018. After being trialled and small changes being made to its format, it was opened for the general public on 19 February 2018.

The printed surveys were delivered to the Chairman of the Community Steering Group on 20 February. The preparation and printing of the survey took longer than expected and as a result the deadline of the survey was extended from 11 March to 18 March 2018. For this reason an additional order of 3,200 leaflets was made, containing information about the extended deadline and the QR code to the survey. These leaflets costed £79 and are to be included in the paper-based surveys to be delivered to all addresses in BengEO.

On 22 February the Community Steering Group ordered the printing of an informative poster that invites people to complete the survey. The posters will be displayed on shop windows, public notice boards, schools, pubs, etc.

4. EXPENDITURE FOR THE SURVEY

It is important that the costs for developing the BengEO Neighbourhood Area Plan are carefully monitored.

The Town Council allocated £10,000 from its budget and applied for a grant from the Locality organisation. The grant received was in the amount of £5,100 to cover some of the working costs until the end of the current financial year.

Appendix 1 contains a breakdown of all cleared payments for producing the Bengo Neighbourhood Area Plan since its commencement. At the moment about 20% of the HTC allocation and about 25% of the Locality grant have been spent. The recent expenditure for the survey has not yet been updated in the budget as per Appendix 1, but they can be found below.

Table 1 contains the breakdown of the expenditure that will be met by the Locality grant.

Table 1

BNAP Locality Allocation	
Consultants - Consultant to support Steering Group and Working Groups	£500
Consultants - Consultant to analyse and interpret survey	£1,000
Consultants - Consultant to advise on objectives and policy option including a workshop and preparation for and attendance at consultation event	£2,000
Printing costs	£1,600
Total	£5,100

Table 2 includes the expenditure incurred and expected for the Bengo survey. These are to be covered from the allocated £1,600 for printing costs (last row on Table 1).

Table 2

BNAP SURVEY Balance Sheet				
	Gross	Net	Grant	Balance
Survey Design	240	200		
Poster Design	144	120		
Survey Print	540	540		
Flyers Print	79	79		
Site Survey	150	150		
Poster Print	15	15		
Data entry est.	81	67.5		
Total	£ 1,249.00	£ 1,171.50	£ 1,600.00	£ 428.50

After the expiry of the grant at the end of the financial year in March 2018, HTC can apply for a new Locality grant of up to £3,900 (the total allocated grants cannot exceed £9,000, except in special circumstances).

Expected costs for the further development of BNAP relate to venue hire for the regular Community Steering Group meetings; organising consultation events on the draft policies of the Plan, and respectively, before pre-submission; and producing the draft paper of the Neighbourhood Plan.

It is anticipated that these costs can be met by the remaining balance from the £10,000 of HTC budget plus the additional £3,900 to be requested from the Locality organisation.

RECOMMENDATIONS

It is RECOMMENDED that the Working Party **notes** the report.

Report by Maria Iancu – Project Officer

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**REPORT TO A MEETING OF THE BENGEO NEIGHBOURHOOD AREA PLAN
WORKING PARTY – 1ST MARCH 2018**

**AGENDA ITEM 6 – UPDATES ON THE PROGRESS OF THE BENGEO
NEIGHBOURHOOD AREA PLAN**

Date: 21/02/18

HERTFORD TOWN COUNCIL
Nominal Departmental Analysis (Detailed)

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N/C From 3204	Tran Date From 01/01/1980	Tran No From	1	Department From 918
N/C To 3204	Tran Date To 31/12/2019	Tran No To	99,999,999	Department To 918
Dept Number 918	Dept	NHB - Bengoe Ward Neighbourhood Plan		

N/C	Name New Homes Bonus Reserve					
Tran Number	Type	Date	Details	Debit	Credit	Balance
84946	PI	16/06/2017	Leaflets printed for Bengoe Neighbourhood plan	369.10		369.10
85732	PI	09/08/2017	Room Hire for the Neighbourhood Plan	20.00		20.00
85742	PI	23/08/2017	Room Hire for Neighbourhood plan	62.50		62.50
85772	PI	05/08/2017	Professional support at Bengoe Neighbourhood	1,250.00		1,250.00
86378	PI	29/07/2017	Bengoe Neighbourhood Plan	250.00		250.00
86382	PI	07/09/2017	Hire of Hall for Bengoe Neighbourhood plan	20.00		20.00
86676	BP	14/08/2017	BC - BNP room hire for meeting	20.00		20.00
87095	PI	18/09/2017	Bengoe Neighbourhood plan	29.17		29.17
87405	PI	08/11/2017	Printing of BNAP Leaflets	25.00		25.00
Account Totals				2,045.77		2,045.77
Department				2,045.77		2,045.77
Grand Totals				2,045.77		2,045.77

End of Report

N.B. While this enquiry of the budget has been produced recently, the budget statement is updated every few weeks and for this reason the survey costs do not appear yet.