

NEIGHBOURHOOD PLAN DELIVERY

To help us to deliver our NP, Town Council at its meeting on Monday 4 January 2021 received a briefing setting out key activities with suggested timelines for 4 inter-related pieces of work:

- Core Values
- Communications & Engagement Strategy
- Neighbourhood Plan performance reporting
- Neighbourhood Plan Governance framework

On 12 January 2020, it was noted an on-line Zoom meeting organised by Henry Pavey dealt with Core Values. On 4 February 2020, the Town Development Manager Suna King presented a Communication & Engagement Strategy. Both these pieces of work were generally *well-received* and it was agreed they be reported back to Council on Monday 15 February 2021.

This work above built on the initial Neighbourhood Plan workshop held on 7 December 2019. Before lockdown last March, it was proposed to hold another workshop for all on 16 April 2020. To try and progress these matters during lockdown 3 workshops were held in quick succession last year for Executives on Core Values on 10 August 2020, Key Messages on 11 August 2020, Stakeholder Analysis on 13 August 2020. That seemed to work quite well at that time.

At an Execs meeting on 16 October 2020, members talked about improving communications, engaging more with our audience, and reaching out to stakeholders to get our key messages across more professionally. Members considered a further proposal from Henry Pavey to help. But members referred to the Strategic Training previously carried out and outstanding Action Points that needed to be shared and communicated with all Town Cllrs. With that in mind, the Town Development Manager was asked to put together a presentation for the Town Council on Core Values and Communications, which TDM did at Town Council on 16 November 2020.

Subsequently, at an Executive Committee meeting on 23 November, it was agreed to employ Henry Pavey to help with Key Deliverables and to employ him to help us from 14 December. Suna King explained Core Values will guide how we relate to residents and stakeholders; Key Messages will assist with Communications; and Stakeholder Matrix will be a key enabling tool. Members discussed the NP Delivery Core Values and agreed to the workshop on 12 January.

Having considered work already undertaken, recently suggested amendments, bullet points:

- Core Values work very nearly complete subject to some redrafting.
- Communications & Engagement Strategy prepared and presented.
- Neighbourhood Plan Delivery and performance reporting on target.
- Neighbourhood Plan Executive-Planning framework TBC 29.03.21.

In regard to the 3rd bullet point, the idea is to produce a high-level audit (Health Check) of NP Projects, and to develop a Delivery Plan template as part of a performance reporting framework that enables Members and Officers alike to view the totality of the Neighbourhood Plan program, and to receive regular performance reports in a consistent and understandable format that aids collective understanding and contributes to successful delivery of projects.

Regarding the 4th bullet point, the intention is to develop an efficient, effective and engaging framework to help drive successful delivery of the Neighbourhood Plan, its Vision and Key Projects via the Planning and Executive Committees. Also, to consider the engagement of key partners within the framework, and to undertake a relevant Member / Officer workshop in March including the Town Project Manager and Assistant Town Clerk (Planning Clerk) and to prepare a covering report and recommendations for Town Council on 29 March 2021.