

- A Project Plan (including Risk Register) and Progress Report (including progress against timeline and spend against budget) and the consultation and engagement strategy be submitted to Council, by the Steering Group via the DM&L Committee for review, not less than twice in each calendar year;

## BUDGET

- a) As recommended by Locality an early discussion be undertaken by the Steering Group with the Local Planning Authority to discuss and review existing planning policy, clarify that proposed plan objectives could be met through the planning system, including to identify the circumstances in which non-statutory assessments could be required (and information available) and hence inform the prospective budget
- b) Having undertaken the above the Steering Group identify and recommend a realistic indicative costed (whole project and year by year) budget for consideration by the Budget & Policy Committee and Council prior to the Autumn Budget Setting Round.
- c) In the meantime, and by way of seed funding, the Council allocate a sum of £9,500 from the localism budget (2021-22) toward the cost of
  - i. initial consultation/engagement with the public and stakeholder groups £1,500
  - ii. the engagement of an independent facilitator holding professional indemnity insurance to assist with set up arrangements, establishment of the steering group, deliver initial consultation/engagement activities, and implement operating arrangements (estimating up to 10 days' consultancy) £3,500;
  - iii. £1,000 to provide a Council laptop with appropriate software (including for virtual meetings, also Survey Monkey subscription active for those times when consultations are to be held) for use solely in connection with the preparation of the NDP;
  - iv. £3,000 for the establishment and operation over the development period of a simple information bearing website;
  - v. Miscellaneous expenses/contingency £500.
- d) Where appropriate the Town Council meet reasonable requests to make Council premises available for the conduct of meetings and consultation events in connection with the development of the NDP where so doing can defray related costs.
- e) All expenses, procurement of goods and services etc. in connection with the development of a NDP be undertaken in accordance with the applicable Council financial/contract regulations and procedures;