



TODMORDEN TOWN COUNCIL

Report to Full Council

Report Author	Colin Hill, Project Manager
Tel No	07933713958
Email	projectmanager@todmorden-tc.gov.uk
Date	20 th September 2023
Subject	Neighbourhood Plan – Update and Appointment of Consultant

PURPOSE OF REPORT

1. To inform Members that Regulation 14 Consultation starts from 21st September 2023 for a period of 6 weeks.
2. To confirm that “open days” for the public are set for Thursday 21st September 4pm to 9pm and Saturday 23rd September 10am to 3pm and will be supported by the Project Manager, Town Clerk and Consultant, together with any Member of Development Committee / Neighbourhood Plan Advisory Committee that may also wish to attend.
3. To confirm that display boards have been produced for the consultation event and a limited number of bound copies of the Neighbourhood Plan and Design Handbook produced for the public to review onsite or take home and return.
4. To confirm that promotion of the event has been implemented via:
 - a. Banner on Town Hall railings.
 - b. Web Site and Social Media update.
 - c. Press Release.
 - d. Posters
5. To ratify the decision of the Development Committee held on the 19th July
6. 2023 to appoint Design Yorkshire to complete our Neighbourhood Plan, Design Guide and all remaining steps up to achieving “Referendum” stage.

Background

7. Regulation 14 Consultation is a formal stage to enable consultees, including the public to comment on our proposed submission.
8. This lasts for a period of 6 weeks after which stage it will be necessary to formally consider responses and then seek agreement or otherwise to amend the core documents.

9. Initially this work will be carried out by the Consultant and Project Manager and then presented to the Neighbourhood Advisory Committee for consideration. Subsequently to make recommendations to Development Committee and in turn to Full Council for formal approval of the final version to be sent to Calderdale MBC.
10. Once CMBC have received the documents we may face further feedback/comment to consider as will be the case all the way up to hopefully a final version ready for Referendum.
11. In working with the Consultant on behalf of Integreatplus, the concern originally appointed to take all this forward, the Town Council paid a fee in advance of work necessary to bring this to completion with further amendments etc subject to additional costs as and when required.
12. Integreatplus are no longer taking forward Neighbourhood Plan work but in recognising their obligation to us, have agreed that the actual consultant who has been working closely with us over the last 18 months can use the work to date, without any copyright infringement, to progress this to the end stages.
13. The consultant to do this has established a new business Design Yorkshire, and has confirmed that all original work included within the agreement will be completed free of charge, with then only now the latter stages of consultation, analysis of consultation feedback, subsequent amendments and attendance incurring further charge.
14. Because of the time critical stage we face for Regulation 14 Consultation, if we were to appoint a new consultant, then all of this would have to be delayed. By appointing Design Yorkshire, it will be less disruptive and substantially less cost wise than appointing a new consultant to review and take forward these final stages.
15. On the grounds of urgency, value for money and consistency of approach the Development Committee confirmed the appointment of Design Yorkshire to act as our Consultant in taking these final stages forward.

FINANCIAL CONSIDERATIONS

15. The current overall Neighbourhood Plan budget stands at £7,980 and subject to no unforeseen costs to meet, to get to Referendum stage should cover consultation event costs, Consultants costs and Project Manager recharges.

RECOMMENDATIONS

16. That Full Council receives the update report.
17. That Full Council ratifies the decision by the Development Committee to appoint Design Yorkshire

REASONS FOR RECOMMENDATION

26. Full Council approval is required to commission external consultants unless within delegated powers.

POLICY IMPLICATIONS:

27. None

DETAILS OF CONSULTATION:

28. None

CLIMATE CHANGE:

29. None arising from this report

IMPACT EQUALITY ASSESSMENT

30. None arising from this report

SUPPORTING PAPERS:

31. None

For further information please contact: Colin Hill