

Penzance Neighbourhood Plan Board: Chair's Report

Year 1 Review

The Board (Advisory and Stakeholder combined)

Aim: To engage and enable the community to define and agree their aspirations for the future of Penzance within the remit established by the Localism Act 2011 for the development of a Neighbourhood Plan (NP)

Vision: The citizens of Penzance are able to realise their aspirations for the future shape of their community

Role of the Advisory Board:

- To provide expertise and support for Stakeholder Board Members to facilitate the development of Penzance's Neighbourhood Plan
- To monitor the performance against Milestones and Key Performance Indicators
- To develop the strategies and support mechanisms necessary to ensure that the Neighbourhood Planning process meets its objectives
- To support the Board in carrying out its duties effectively:
 - In accordance with the Vision
 - In accordance with the statutory framework of the Localism Act 2011 as appropriate to Neighbourhood planning
 - To work with third party organisations to further the aims of the Penzance Neighbourhood Plan and to represent the Board in public

The Neighbourhood Plan

Background: Penzance Town Council (PZTC) resolved to support the development of a NP in November 2013 and, on 14th July 2014 appointed a designate board (PNPDB) to carry out the first stages of the NP process leading to the appointment of a formally appointed Board (PNPB) to manage the NP process to its conclusion.

Delivery summary

- July 2014 – Jan 2015:
PNPDB meetings were held in July, October and November to deliver the following in accordance with the proposals approved by PZTC on 14th July 2014:
 - Development of delivery plan and management/governance structure
 - Appointment of Project Coordinator
 - Development of project budget and procurement of year 1 funding
 - Advisory Board recruitment process
 - Skills map
 - Advertisement via Cornishman and PCDT
 - Individual approaches

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- Screening vs Skills map
- February 2015: Advisory Board appointed and initial Board meeting held to ratify actions carried out by PNPDB

Appointee	Occupation	Skills/ Areas of Experience
Dr Neil Armstrong	GP and Tremeneheere Sculpture Gardens	Health, Open Spaces, Economic development
Simon Murley	CEO Microcomms	Business, Digital economy
Geoff Brighton	Judicial Appointments committee, ex CEO Housing association	Housing, Third Sector, Education
Kay Draper	Community Health Worker	Health, Community engagement
Beccy Trahair	PCDT community engagement officer	Community engagement
John Moreland	Town Councillor	PZTC link
Rob Simmons	Town Councillor	PZTC link (to September 2015)
Nigel Davis	Town Councillor	PZTV link (from September 2015)

- February – May 2015: Phase 1 consultation
An exhibition of potential regeneration projects along the coastal fringe - theme “Reconnecting with the Sea” together with 2 questionnaires (each available hard copy and on line)
 1. On the regeneration proposals
 2. On wider issues including:
 - a. Transport and infrastructure
 - b. Town and village centres
 - c. Parks and open spaces
 - d. Housing
 - e. Health and well being
 - f. Facilities for young people, older people and disabled people
 - 4 week exhibition (3 days/week) in Market Jew Street pop up shop
 - Weekend exhibition (3 days) in Newlyn
 - 1 day exhibition and public meetings in each of Gulval, Heamoor, Mousehole, Paul and Eastern Green
- June – August: Analysis of first phase data
 - ~3,500 responses
 - ~ 300 completed questionnaires
 - High level of consensus on
 - Regeneration proposals

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- “what matters” from questionnaire 2
- 40 volunteers identified interested in assisting/participating in the 2nd phase consultation and community engagement
- Wider engagement and impact:
 - PZNP has been an instrumental part of the Penzance “Place-making group” (PMG) established by Cornwall Councillor Jim McKenna. The PMG combines senior Cornwall Council officers, Penzance Cornwall Council members and Penzance stakeholders (NP, PZTC, BID and Chamber of Commerce), is chaired by Jim McKenna and lead by Nigel Blackler Head of Strategy, Economy, Enterprise and Environment. Nigel has cited PZNP as an exemplar NP project and as a result of has prioritised the proposals under consultation in developing the PMG strategy for the parish. The PZNP proposal “Mounts Bay Maritime Park” was the basis for the Bay Bike scheme which was exhibited at the Cornwall Expo in September 2015 and which inter alia supports all of the town centre regeneration proposals included in “Reconnect with the Sea”.
 - PZNP is also represented on the Harbour Steering Group and is working in close collaboration with the BID.
 - In summary, PZNP has become an integral part of the various collaborative initiatives which are driving regeneration in Penzance and the results of the first round consultation indicates support and engagement from the community
 - The Chair and Project Coordinator have established contact with St Ives NP Plan Board to learn from their experience
 - PZNP is working with the corporate sector:
 - An established relationship with the Penzance BID; and
 - A corporate stakeholder group is being established which comprises significant employers and investors. The purpose is to engage and promote support from the private sector through an information sharing process. This group is to be chaired by Patricia Brown, an expert in urban regeneration and public/private sector partnerships

Board meetings were held July, August and September to consider results from Phase 1 consultation and to agree next steps

- Challenges

The PZNP is currently running ~ 4 months behind the initially delivery plan which envisaged the publication of 1st phase consultation data in July 2015 and the appointment of the Stakeholder Board in September. The primary factors behind this are:

1. Extended “roadshow” which ran out to the end of May vs the initial programme timetable of mid-April:
 - Delay of 3 weeks from initial launch date – production and printing of exhibition materials;
 - Securing dates with target community groups; and
2. A lack of volunteers able to commit to support the initial activities despite advertising volunteer posts in the Cornishman and via the PCDT

The current delivery timetable is:

- Dissemination of 1st phase consultation – early November
- Appointment of Stakeholder Board January 2016
- 2nd phase consultation process April – May 2016
- Data analysis and final draft NP August 2016
- Independent inspection Sept 2016

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- Town referendum in November 2016

Delivery will be dependent upon effective engagement of Stakeholder Board members and securing skilled volunteers to support:

- Data collection and analysis
- Website and social media updates
- Recording community engagement for audit purposes

Budget and Expenditure

The budget (shown below) was submitted to PZTC and the Town Centre Regeneration Board (TCRB) in October 2014. TCRB committed to a contribution of £12k to support delivery in year 1 with match funding of £14k from PZTC. An application was also submitted via PZTC for the Government funding for Neighbourhood Plans of £7k but the 2013/14 funding was already fully committed.

Cost	Year 1		Year 2		TOTAL	
	Budget*	Actual#	Budget*	Budget^	Original	Revised
Project coordinator (1.5 days/week @£250/48 weeks)	18,000	21,000	18,000	20,000	36,000	41,000
Website	5,000	0	2,500	2,500	7,500	2,500
Data processing & management (1 day/week @ £105)	5,200	0	5,200	5,200	10,400	5,200
Consultation:						
Exhibition costs	4,000	3,795	4,000	3,000	8,000	6,795
Questionnaires/surveys	5,000	250	5,000	6,000	10,000	6,250
Marketing collateral	2,500	0	2,500	1,000	5,000	1,000
Consultancy (10 days @£400)	4,000	0	4,000	0	8,000	0
Governance	2,000	40	2,000	210	4,000	250
TOTAL	45,700	25,085	40,000	37,910	88,900	62,995

* As presented to Oct 2014

Spent + committed but un-invoiced expenditure

^ Revised Oct 2015

Project coordinator budget overrun related to £2000 scoping fee agreed prior to PZTC approval of the NP and not included in the budget submitted and additional time associated with Placemaking and Harbour Steering Groups (not in place at the time of the original budget)

Future Funding

1. £915 remains from the £26k year 1 funding provided by TCRB and PZTC
2. An application will be submitted for Government funding (PZTC needs to submit on behalf of PZNP). The minimum amount from Government sources is £8,000 but as Penzance appears to qualify as a complex neighbourhood (deprivation indices and no extant approved Local Plan) a further £6,000 is likely to be available together with technical support which should obviate the need for additional expert advice; and
3. £10,000 has been committed from the Coastal Communities Teams Fund.

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4. Subject to the full Government grant of £14k, the funding gap is thus £6,995
5. Corporate stakeholder group partners will be asked to commit a minimum of £500 per organisation which will be sufficient to meet the current funding gap
6. The budget is limited to the basic delivery of the NP and does not include any allowance for additional work such as economic impact assessments which might arise as projects arising from the place-making and harbour steering groups move to feasibility assessment. Any additional funding which would inter alia support the development of the NP would be sourced in partnership with these groups

The Board is responsible for defining and managing the Neighbourhood Plan budget. PZTC's role is to ensure effective consultation and to ensure that the Board meets its statutory responsibilities.

To give some context on the overall budget a NP might address a single issue or multiple issues, the simplest NP's have spent ~ £10k and the most complex > £100k. Penzance is a relatively complex parish:

1. A large geographical area with a diverse spectrum of localities
2. A diverse demographic with significant pockets of deprivation with some areas ranking amongst the UK's 2% most deprived and over 50% of the parish registering on the nation's deprivation index
3. A long history of decline in its urban areas (Penzance and Newlyn) with serial failures of various regeneration initiatives

As a result of the above an early decision was taken by PZTC to use a professional to produce an initial scope for the NP which scope was supported by PZTC as part of their July 2014 approval to move forward with a designate board.

This appointment was ratified by the Advisory Board in February 2015 and the Board now needs to consider that role as part of its budget delivery review.

Next Steps

It is essential both in terms of its statutory duties and in terms of achieving its Aim and Vision that the consultation results and critical issues reach as many people throughout the parish. The Board has approved in principle a mailshot which will reach all households in the parish. This will comprise:

1. The results of the phase 1 consultation;
2. A housing questionnaire – housing being one of the parish's major issues; and
3. A call to action –the first significant step in forming local groups which will represent the community through the stakeholder board.

Susan Stuart

October 2015