Minutes of the Meeting of the Strategic Planning Committee

of Saddleworth Parish Council Held at the Civic Hall, Lee Street, Uppermill on

Thursday 18th October 2018

Present:

Parish Councillors: Rob Knotts (Vice Chair)

Geoff Bayley

Paul Fryer

Sam Al-Hamdani

Borough Councillors: Pam Byrne

Valerie Leach

Andrew Fletcher

Jane Soriente (Oldham Council)

Lauren Hargreaves (Oldham Council) for Georgina Brownridge

For Item 2 only: Tim English (Oldham Council)

Hugh Broadbent (Denshaw Community Association)

Mike Billing (Denshaw Community Association)

Alan Chorlton (Chorlton Planning Ltd.)

Trevor Baxter (Saddleworth Independent)

**183. Apologies for absence**

Apologies were received from Cllr Barbara Beeley, John McCann, Geoff Willerton, Georgina Brownridge (Oldham Council) and Lisa MacDonald (Oldham Council).

**184. Oldham Council’s Housing Strategy**

Tim English (Oldham Council Housing Team) introduced Chris Broughton from Arc4, the consultants for Oldham Council’s Housing Strategy, who gave a presentation on the scope of the strategy and the data collected to date.

**185. Minutes of the meeting held on 19th July and 27th September 2018**

The minutes of the meeting held on 19 July 2018, having been approves as a correct record on 27th September, were **SIGNED**. The minutes of the meeting held on 27th September 2018 were **APPROVED and SIGNED**.

**186.** **Matters arising**

Cllr Byrne referred to Minute 173(c) and asked Cllr Knotts for his update on the money paid to InSaddleworth. Cllr Knotts said that he had spoken to Stuart Coleman and had been assured that the money is still “live” and that no further instalments will be paid until it has been fully utilised.

**187. Actions agreed at the last meeting**

1. **Unoccupied properties in Delph – update from Cllr. Bayley**

Cllr Bayley said that he has identified a couple ore unoccupied properties and has written his draft report to which he will add some photographic evidence. He will present the report at the next meeting.

1. **Administrative support – update from Lisa MacDonald**

Due to Lisa’s absence this was deferred to the next meeting.

**c) Taxes on empty properties and empty business premises – update from Georgina Brownridge**

Lauren Hargreaves informed the meeting that Georgina is still working on this information.

**188. Survey Launch**

Cllr Knotts said that in addition to the survey being launched on the website (see M190 below), the list of collection and distribution points for hard copies needs to be finalised. Cllr Byrne asked whether the community associations could assist with the distribution. Cllr Leach asked whether Dobcross residents would be required to complete the survey, which is based on their own survey they have already distributed. Pam Bailey said that, for a reasonably small charge, the Saddleworth Independent will distribute leaflets inside the newspaper. Although this would not cover a hard copy of the survey itself, it would be possible to insert a flyer informing people about the survey and where electronic and hard copies can be found. Cllr Knotts said that the hard copy will shortly go to print.

**189. Funding**

Cllr Knotts said that, until a project manager has been appointed, the amount of funding required is not known therefore it is not possible to put in the next bid. It was agreed that a formal interview process for the position would be required and therefore a job description and person specification needs to be drawn up before the post can be advertised. Cllr Knotts said that he would start to work on this and would speak to the Neighbourhood Plan grant funding body about how much grant is available (see Appendix).

**190. Website and Training:**

Cllr Knotts said that he and Pam Bailey had tried, unsuccessfully, to speak to Cornerstones about making progress on the website in Cllr Beeley’s absence. Pam Bailey said that she would try again immediately following the meeting. She understands that the website is ready to launch but that no training has been done with the community associations.

**191. Any other business:**

Andrew Fletcher asked about the current state of play with the Greater Manchester Spatial Framework (GMSF). Lauren Hargreaves said that the government had still not issued the revised housing figures. GMSF have asked for urgent clarification but no response has been received as yet. She said that consultation on the next draft is expected to take place in late 2018 / early 2019. Cllr Fryer informed the meeting that GMSF had been renamed as The Greater Manchester Plan for Housing and Jobs.

Cllr Leach commended the report from the Youth Council which had been circulated with the minutes of the last meeting and asked that the usefulness of the report be formally minuted.

**192. Dates and times of next meetings**

29th November 2018

– this will include a workshop session to update the project plan. Lunch will be provided.

20th December 2018

31st January 2019

28th February 2019

28th March 2019

25th April 2019

at 9:30am

**APPENDIX**

**SADDLEWORTH PARISH COUNCIL NEIGHBOURHOOD PLANNING ADDITIONAL RESOURCE REQUIREMENTS**

The work required to develop, direct and complete Saddleworth Parish Council’s Neighbourhood Plan currently relies on contributions from individual members of the Strategic Planning Committee whose members have other duties and responsibilities and cannot readily commit work on a full-time basis to the project. Thus, there is concern that the work required to complete the Neighbourhood Plan will be seriously delayed and lack effective focus.

To offset these concerns, it is essential to employ someone divorced from the committee to act as project manager and to analyse a survey needed to provide all-important evidence-based submissions needed in the project.

This document outlines the roles of the project manager and survey analyst. In addition, key competencies required for both roles are listed. It is considered that one person employed for a period of 6 months could fulfil both roles. A suggested salary would be between £12Kand £15K for the six-month period. Other councils who have developed Neighbourhood Plans have employed graduates for both roles; thus, salary expectations and needs will be relatively high.

A serious problem faced is that of resourcing a person to act as project manager and survey analyst. The Parish Council through the District Partnership has tried to recruit a suitable person without success. The next step is to consider advertising for such a person.

**Project Manager**

Managing the work of Neighbourhood planning involves many tasks and stages; basically, it is a project. Developing and managing the work for a diverse and complex parish such as Saddleworth, which comprises 13 individual and diverse communities, is a complex process. A project manager is needed to direct and control the work and is critical to making the process as manageable, efficient and effective as possible.

The project manager needs to plan, budget, monitor and report on the project with appropriate project management tools. The project manager is the bridge between the Parish Council’s Strategic Management team and the organisations and individuals tasked with executing the project. The project manager needs to develop the plan, revise it if necessary, reporting regularly on project progress and ensure that it meets the approved schedule.

The scope of a project manager’s work is to:

* Develop a comprehensive project plan to be shared by members of the Parish Council’s Strategic planning committee, OMBC organisations and Saddleworth’s Community associations involved in the work.
* Revise the plan as needed.
* Delegate project tasks to individual members of the Strategic Planning Committee and Community Associations.
* Coordinate task start and end times.
* Track project performance, specifically analysing the successful completion of each task in the project.
* Meet budgetary objectives and make adjustments to project constraints based on financial analysis.
* Meet with members of the Strategic Management Committee and Community Associations to brief them about the project and clarify specific associated requirements.

Key project management competencies required are:

* Planning technique skills; the current plan is in the form of a Gantt cart.
* IT skills.
* Time management.
* People management.
* Problem solving.
* Attention to detail.
* Communication.
* Report writing.
* Negotiation.
* Conflict management.

**Survey Analyst**

The role of the survey analyst is to plan, develop, conduct and analyse the Neighbourhood Planning survey. The latter work determines survey objectives and interprets the meaning of the survey data returns. In addition, the analyst must prepare a survey-findings report which will form an essential part of the evidence-based material needed in developing a Neighbourhood Plan.

Key survey analyst competencies required are:

* Time management.
* People management.
* Statistical analysis skills.
* Analytical skills.
* IT skills.
* Attention to detail.
* Communication.
* Report writing.

Saddleworth Parish Councillor Rob Knotts