

Proposal to extend the role of Neighbourhood Plan Administrator

It was assumed that the role of Neighbourhood Plan Administrator, held by Su Johnson on a casual basis, would end soon after a successful referendum. The referendum was held on 27/2/2025 and it had been agreed with both qualifying body Clerks, the role would end by 5/4/2025. However, there is still some work to do in relation to the following:

Documentation

Creating a handover document and collating all relevant information relating to CCNP2 that could be useful when CCNP3 commences.

Reviewing and deleting information in the shared drive and email that is no longer required.

Using the plan

Both qualifying bodies are now using the plan, however there are still some activities that might require the support of the administrator. For example:

- Assisting in finalising the CIL & S106 list of assets
- Supporting Officers in using the plan when reviewing planning applications
- Supporting training sessions being held in May & June 2025 for officers, Councillors and representatives from Calne Without's successor parishes
- Taking notes at meetings held with successor parishes

Options for the next review

Currently the plan area covers the parishes of Calne & Calne Without, from the 1st May, the plan area will be covered by 7 parishes - Bremhill, Calne, Derry Hill & Studley, Cherhill, Compton Bassett, Heddington and Hilmarton.

This means there is considerable work (being led by Derry Hill & Studley Parish Council) working through options and finalising a preferred option. The support of the Administrator is likely to be useful in this activity.

Proposal

The Council is requested to resolve to approve the following proposal:

Authorise up to 10 hours per week at £14.13 hr to be undertaken before 17/6/25. Calne Town to pay 90% from S106 money and Derry Hill & Studley 10% of the cost, funded from money put aside for the next review.

Maximum cost to each: Calne £1144.53 Derry Hill & Studley £127.17

Should more time be needed, a further request will be made in July 2025.