



# Droitwich Spa Neighbourhood Plan Management Group

## Clarification of contentious issues

V11

### Context

It is disappointing to note that, since January 2021 an increasing number of contentious statements have been made, and shared, about the Neighbourhood Plan and the Neighbourhood Plan Group (NPG) that the NPG find to be inaccurate or misleading. This document attempts to address the issues raised. It focusses on the current year since, until January 2021, it seemed that DSTC were seeking to encourage the NP.

The NP report presented to our town council (DSTC) meeting on 19th April 2021 raised some serious issues and did not receive any discussion at the meeting nor since.

On 11 June, the newly appointed communications representative (BB) issued emails<sup>1</sup> which raised a number of the issues discussed in this document. A 21 June email response from NPG to BB asked for clarification of complaints made by BB. No response to these has yet been received.

The Neighbourhood Plan Management Group (NPG) has

- an agreed Project Initiation Document,
- started recruitment of volunteers, established topic areas with leaders for most of them (although they have either resigned or "stood down" pending clarification as to who will lead the NPG in future)
- started reviewing existing materials
- prepared, circulated and analysed results from a resident's survey, and
- produced a Project Definition containing detailed plans for the next phases.

The remaining phases are

- Phase 2 - **Issues & Options** development (including in-depth volunteer engagement in the project as Covid19 controls are eased)
- Phase 3 - **Issues & Options** refined; **Policy Statements** drafted
- Phase 4 - **NP completion** including second public consultation
- Phase 5 - **Implementation** including finalisation of evidence and policies, NP reviews and referendum, Neighbourhood Plan "made"
- **On-going maintenance** Revisions of the NP in the light of changes locally and alterations to the SWDP

The phased approach has been taken because of the significant uncertainties that pose risks to the project, including availability and motivation of volunteers and the scope of work (which is in part likely to be determined by public input through consultation. This allows management control reviews before each phase starts.

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**NB:.** Evidence references are shown the right-hand column of the tables; a list of references is in the appendix.  
A Change log appears at the end of the document

<sup>1</sup> These emails are listed as Evidence references A, H, P, Q & S in the appendix of this Document


## Specific Statements

It should be noted that a number of the points made in the two tables below were challenged and requests were made to expand on misinformation issued were made on 11 June (Evidence S). **There has been no response to these points.**

The last column in the following tables ("E Ref") holds identifiers of the evidence supporting the statements made. See section headed Evidence List for the list of evidence referred to.

Topic	Date	Source	Issue & Response	E Ref
<b>1 NP reporting to DSTC</b>	4 May 21	DSTC full council (by the new Deputy Mayor)	“There were no communications about the group's work at all at the three Council meetings before the most recent one”.  Response: <ul style="list-style-type: none"> <li>Minutes on the DSTC website (on 25 June 2021) show that they have. At no point were comments made on the content of the reports.</li> </ul>	F, A
	4 May 21 18:30	BB email Copied widely)		B, C D
<b>2 DNP Website &amp; social media content</b>  <i>(Also mentioned in the report to DSTC meeting 21 June issued by the Town Clerk)</i>	4 May 21 18:30	BB email to ML	“... it contains much misleading and erroneous information, including what appear to be quite defamatory remarks about the council.”  Response: <ul style="list-style-type: none"> <li>It is a shame that these are opinions which are not supported by any evidence. In fact, the NP Management Group have striven to engage DSTC and stick to demonstrable facts in communications. Meetings have been open, minutes circulated to councillors.</li> <li>Despite requests for further information, no specific issues have been identified</li> <li>The information is factual, much has been taken from the DSTC website and DNP reports to DSTC.</li> </ul>	A H P
	10 Jun 21 10:25	BB email to RJ		
	11 Jun 21 19:34	BB email to PH (Copied widely)		
	16 Jun 21	BB email to PH	<b>NB:</b> To clarify concerns, on 16 <sup>th</sup> June, PH asked BB: “since we are sure that all the information held on the website is factual, what are the specific issues that you wish us to resolve?” <ul style="list-style-type: none"> <li>This question has not yet been answered.</li> </ul>	Q
<b>3 Communications process</b>	9 Jun 21 11 Jun 21 19:34	BB email to RJ  BB email to PH	Communications relating to ... “any DSTC-led project must go via our Town Clerk”.  Response: <ul style="list-style-type: none"> <li>only so far as it covers his area of responsibility in the "advisor" role of a Civil Servant. The NPG have been careful to ensure that we contain ourselves to fact mainly drawn from DTSC material and minutes of our meetings.</li> <li>The motion agreed by council gave delegated responsibility and authority to Cllr Humphries without any defined need for referral to the Town Clerk.</li> </ul>	A

NPG minutes

Topic	Date	Source	Issue & Response	E Ref
<b>4 Link with SWDP</b>	21 Jun 21	DSTC full meeting [BB]  Report for Agenda item 13 of DSTC meeting 21 June 21	<p>NP work must follow <b>SWDP</b> revision, which was stated verbally (no minutes yet available) and is implied by the example outline of a timetable:</p> <p><i>7 (a) Taking the WDC Town Centre Prospectus (June 2021) and the SWDP Review (expected November 2021) ... This initial step effectively resets the process to derive and formulate a NHP.</i></p> <p>Response:</p> <ul style="list-style-type: none"> <li>• It is normal for NP work to proceed alongside SWDP revision so long as ultimately the NP reflects the SWDP.</li> <li>• From the UK government website guidance on Neighbourhood Planning page<sup>2</sup>:                      “a neighbourhood plan forms part of the development plan and sits alongside the local plan prepared by the local planning authority.”                      “... Neighbourhood plans, when brought into force, become part of the development plan for the neighbourhood area. They can be developed before or at the same time as the local planning authority is producing its local plan”</li> <li>• Wychavon Planning Dept. have also confirmed that the NP does not have to wait for the SWDP revision</li> </ul>	<p style="text-align: right;"></p> <p style="text-align: center;">F</p> <p style="text-align: center;">L</p>

<sup>2</sup> <https://www.gov.uk/guidance/neighbourhood-planning--2> - Paragraph: 003 Reference ID: 41-003-20190509 and Paragraph: 009 Reference ID: 41-009-20190509

5 Residents' survey	10 Jun 21 10:25	BB email to ML	<p>“The site also has a link to a residents’ survey form which has not been authorised by DSTC and which I have been professionally advised is not in any case suitable for the purposes of a Neighbourhood Plan” “... public consultation questionnaires ... should be properly qualified. The questionnaires produced by the Droitwich Spa NHP Group over recent months do not fully conform to this standard and do not represent the Corporate Opinion of the Town Council.”  <i>[Report, section 1 Background]</i></p> <p>Response:</p> <ul style="list-style-type: none"> <li>• AH approved the survey form on behalf of <u>DSTC</u>. There was nothing in the survey that would bring the Council into disrepute.</li> <li>• Our resident’s survey is based upon the same template that was used for the Neighbourhood Plan project at Rushwick (which was very successful in terms of feedback – 44.7%).</li> <li>• The survey was initially issued in August 2020. Until 11 June 2021, no objection had been raised by any member of DSTC, in fact we are aware that many councillors have completed it</li> <li>• The Council assisted in getting Droitwich Spa High School students to complete it</li> <li>• NPG reported to DSTC several times, over the 10 months of the existence of the survey, with no adverse comment being received.</li> <li>• We also reported on progress with it and what points were being highlighted</li> <li>• The reasons why the survey is deemed unsuitable have not been explained (“qualified” is not defined), nor has the source of the professional advice been identified.</li> </ul> <p>Sian Griffiths June 2021:</p> <ul style="list-style-type: none"> <li>• Council approval of an NP survey is irrelevant - it is not a material consideration</li> <li>• There are no specific rules for the creation of a survey for NP purposes. After all, students do it all the time as part of their course work.</li> </ul> <p>The survey was intended to obtain some <i>initial</i> information, raise awareness of the NPO work and as a result, stimulate interest in participating.</p> <ul style="list-style-type: none"> <li>• The NP Group have discussed the survey and recognise that it has weaknesses.</li> <li>• Further surveys are planned to have better content and organised to obtain a suitable level of statistical significance</li> <li>• The Survey was prepared and distributed at no cost to the Council and in the Volunteers' own time at a difficult time for everyone and has not as far as the public are concerned brought the Council into disrepute, rather the opposite.</li> </ul>	F P
	21 Jun 21	Report to DSTC full meeting by Town Clerk plus statements by BB at the meeting		H
	9 Jun 21	BB email to RJ		
	11 Jun 21	BB email to PH		G
			B,I	

Topic	Date	Source	Issue & Response	E Ref
<b>6 Green Spaces</b>	21 Jun 21	Report to DSTC full meeting by Town Clerk	<p>(m) “Many of the major green spaces and parks in Droitwich Spa are owned and maintained by either Wychavon or DSTC. This provides an element of protection for the assets and the WDC parks also benefit from existing green flag status.”</p> <p>Response:</p> <ul style="list-style-type: none"> <li>• Smaller green spaces that do not appear on the SWDP revised overlay as scheduled for protection can only be protected by the making of a plan, unless they qualify as village greens, which most do not.</li> <li>• Ownership of the green spaces does not provide legal protection. There are many valuable green spaces in Droitwich that are not covered by Wychavon or DSTC – and some have been the target of disputed attempts to build on them.</li> </ul>	

Topic	Date	Source	Issue & Response	E Ref
<b>7 A DSTC support group will be formed</b>	1 Jun 21	DSTC meetings 14 Dec 20 25 Jan 21 19 April 21 4 May 21	<p>DSTC made commitment on 14<sup>th</sup> December            “A working group of Councillors should be set up to facilitate increased and focused activity from the Neighbourhood Planning Group. The Council group will meet when required to sign off and authorise action plans for any activities proposed by the NHP group”.</p> <p>At the 21 Jan 21 DSTC meeting, having talked about training and a consultation meeting with WDC planning (both in April), it was stated that            “Thereafter consideration by Council to accord with the resolution of 14 December ... for the formation of a working group of Councillors and related arrangements. This should include relevant terms of reference, Membership, a schedule for meetings, communications protocol and any political balance requirements where appropriate.</p> <p>Response:</p> <ul style="list-style-type: none"> <li>• the NPG report to the 19<sup>th</sup> April DSTC meeting pointed out that the uncertainty over the role and establishment of the Support Group was causing problems, in that the project schedules could not be completed, putting the planned delivery date of the NP at risk. This is important as delays could cause WDC to incur significant extra costs in the organisation of a referendum on the NP.” DSTC gave no response on this at the meeting, nor since.</li> <li>• No terms of reference have been produced, even though the NPG prepared a draft</li> <li>• No one has been assigned responsibility for the task of creating the support group</li> <li>• Arguably, DSTC risks bringing itself into disrepute in publicly resolving to create a Support Group and failing to do so within a reasonable space of time (six months), still having no certainty when that might happen, (or who might be responsible) despite helpful action by the NPG group.”</li> </ul>	<p>B, C, D, E</p> <p>K</p>

Topic	Date	Source	Issue & Response	E Ref
<b>8 Financial consultant &amp; grant application</b>	22 Feb 21	Meeting with DSTC	<p>A Locality Grant application was discussed at a meeting involving RH, AH, the leader of the Council and the Town Clerk. The Town Clerk said that a grant application cannot be made without the employment of an independent financial consultant to validate the grant application and that the council has no budget for such work.</p> <p>Response:</p> <ul style="list-style-type: none"> <li>• RH pointed out that this need for a financial consultant has not been mentioned in the past and the Wychavon consultation (13 October 2020) had not mentioned any such requirement.</li> <li>• Footnote: Since the meeting, WDC planning department &amp; Locality have been approached and have stated that there is “no requirement for any separate evaluation” nor any need to engage a consultant for the grant application completion process (Andrew Ford 23 February 2021 10:13 cc H Jones).</li> <li>• Locality have advised that they will apply "Due Diligence" to the Application, the Accounts and the Refund at the end of the financial year of any unspent grant.</li> </ul>	?
<b>9 DSTC support for NP group</b>	21 Jun 21	Report to DSTC full meeting by Town Clerk	<p>At the DSTC meetings on 14 December and 19 January it was stated that DSTC supports the neighbourhood plan. The person assigned to deal with DSTC communications with the group also professed his support.</p> <p>It has since emerged that, following supply of information to Wychavon Planning Dept, DSTC (including the Town Clerk) had a meeting with Wychavon to discuss the response to the NP material.</p> <p>This was referred to in the report prepared by the Town Clerk to the DSTC meeting on 21 June.</p> <p>Response:</p> <ul style="list-style-type: none"> <li>• At no point were members of the NPG invited to be present at the meeting with Wychavon</li> <li>• The Wychavon findings were not shared with the NPG team by DSTC as was expected by the Wychavon DC representative (A Ford).</li> <li>• A report has since been obtained from Wychavon (after the DSTC meeting) which is more constructive than the "critical" reference in the Town Clerk's paper</li> <li>• The NPG have therefore been deprived of valuable input that would potentially affect the project plans.</li> </ul> <p>It is difficult to see how these actions demonstrate support for NP group.</p>	B, C  A

<p><b>10 WDC review of NP material</b></p>	<p>21 Jun 21</p>	<p>Report to DSTC full meeting by Town Clerk</p>	<p>General - the report presents many negative views on the material but does not reflect the summary made by Wychavon Planning Dept on 25 June: “Clearly there has been a great deal of hard work going into collecting the information and background material and this provides a good basis for the future.”</p> <p>Response</p> <ul style="list-style-type: none"> <li>• Many of the findings are agreed by the NPG and planned work would address these points.</li> </ul> <p>From the report to DSTC:</p> <p>4 (f) “The material in part is aspirational and wish list orientated so cannot form part of any adopted plan.”</p> <p>Response:</p> <ul style="list-style-type: none"> <li>• WDC report to NPG states: “...other content ... is in part overly aspirational and not relevant to the land use planning content of neighbourhood plans.</li> <li>• Locality documentation indicated that it is perfectly acceptable that a Neighbourhood Plan may contain some non-land use material (which cannot be made legally binding) and is often useful for local authorities to reference.</li> </ul> <p>4 (h) The existing material reviewed does not necessarily match interim policies.</p> <ul style="list-style-type: none"> <li>• If such interim policies exist relevant to the NP why was the NPG not told?</li> <li>• There is no explanation of what this means</li> <li>• The WDC report to NPG makes no mention of this?</li> </ul> <p>4 (i) “Input from a professional consultant is essential for direction and guidance — covering work streams, material preparation &amp; evidence gathering to Examiner Standards.”</p> <ul style="list-style-type: none"> <li>• This is an opinion, not substantiated fact. In consultation with Wychavon Planning Department in October 2020 it was agreed that a consultant might be engaged [only] to validate prepared material.</li> <li>• Volunteers working on the DNP include people with extensive planning experience including Neighbourhood plans and have offered their input <i>at no cost</i> to the project and is provided for in the Budget.</li> </ul> <p>(m) “Many of the major green spaces and parks in Droitwich Spa are owned and maintained by either Wychavon or DSTC. This provides an element of protection for the assets and the WDC parks also benefit from existing green flag status.”</p> <ul style="list-style-type: none"> <li>• Ownership of the green spaces does not provide legal protection. See item 6 for a more complete response.</li> </ul>	<p>F</p> <p>J</p> <p>F</p> <p>?</p> <p>F</p> <p>J</p> <p>F</p> <p>F</p>
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## Implied messages

Topic	Date	Source	Issue & Response	E Ref
<b>11 Project costs</b>	21 Jun 21	Report to DSTC full meeting	<p>“... DSTC could be expected to add an additional £100,000 to its annual budget to make up the grant shortfall. If this was added to the budget, it is estimated this would result in an Increase of over 20% of our portion of the local council tax, based on current year calculations.”</p> <p>Response:</p> <ul style="list-style-type: none"> <li>• This is based upon a set of assumptions which are not validated.</li> <li>• The meeting with WDC on 13 Oct 2020 attended (attended by the Town Clerk and R Brookes) confirmed that Malvern’s costs were unusually high and that Droitwich, using local professionals, could probably complete the work within the £10,000 grant available from <i>Locality</i>. [A further £8,000, is available for towns with more than 25,000 people, like Droitwich Spa.].</li> <li>• The NPG has repeatedly stated that they are working to a budget limited by grant funding.</li> <li>• A need to increase local taxes has never been contemplated by the NPG which has always stated that the work can be done at no cost to DSTC.</li> <li>• The NPG Project Initiation Document and the Project Definition lay out a phased approach allowing costs to be reviewed at the end of each phase leading to a decision on whether to proceed.</li> <li>• Why would it be an annual increase to budget for a one-off event unless there is an intention, as some councils do, to make additional investment in town facilities?</li> </ul>	F      M      N      O
<b>12 Framework Plan</b>	21 Jun 21	Report to DSTC full meeting	<p>Implied: <i>a Framework Plan is required and does not currently exist.</i></p> <p>Response:</p> <ul style="list-style-type: none"> <li>• Planning details within the Project Definition v0.9 contains in section 10 a phased project structure together with a list key of milestones (section 11).</li> <li>• Costs are shown by phase in section 13.1</li> <li>• The term “Framework Plan” is not defined and is not a common project management term.</li> </ul>	F   O

Topic	Date	Source	Issue & Response	E Ref
<b>13 Business Plan</b>	21 Jun 21	Report to DSTC full meeting	<p>Implied: A detailed business plan is needed for the project.</p> <p>Response:</p> <ul style="list-style-type: none"> <li>• A <b>business plan</b> is inappropriate for the NP project. Break even analysis and forecast profit &amp; loss and balance sheets are not relevant<sup>3</sup></li> <li>• A <b>project plan</b> is the correct tool and a draft has been created. It is draft because a key dependency on the date DSTC approval of a grant submission cannot be determined, as the Support Group has not been set up. The NPG is using methods based upon Prince2 the UK government standard and the Association for Project Management (APM) Book of Knowledge.</li> </ul>	F
<b>14 Open ended commitment</b>	6 May 21 13:56	Email BB to PH (cc elsewhere)	<p><i>“The council cannot embark on ‘open-ended’ commitments so I understand we will probably need a fully-costed business plan showing what is needed to complete this project, so that it can be included in the three-year rolling plan”</i></p> <p>Response:</p> <ul style="list-style-type: none"> <li>• As stated above, the Project Definition contains (in section 10) a phased project structure and (in section 11) a list of key milestones in each stage, together with costs by phase (in section 13.1).</li> <li>• The supporting Excel workbook contains a high-level Gantt chart showing the draft schedule in more detail, supported by costs underneath for each quarter and phase. The workbook also contains a more detailed Gantt chart.</li> <li>• This project contains many uncertainties, which include the topics that may be raised by public consultation and the number of volunteers that are available over the project duration. It is therefore best practice to phase the work with go/no go checkpoints to authorise each new section, taking account of any changes in the planning variables. This is how the NPG have structured the plan.</li> <li>• Thus, the management group and DSTC can see an overall estimate of costs and be in control at the start of each phase.</li> </ul>	A  O

<sup>3</sup> A business plan typically contains: Executive Summary, Company Description, Products and Services, Market analysis, Strategy and Implementation, Organization and Management Team, Financial plan and projections:

Topic	Date	Source	Issue & Response	E Ref
<b>15 Relations with the Droitwich Spa Neighbourhood Plan Group</b>	21 Jun 21	Report on NP to DSTC from Town Clerk	The report states “Relations with the Droitwich Spa Neighbourhood Plan Group have been difficult since 2018 and have worsened in the period from the start of the current Council Administration in May 2019”.	F
			Response:	
			<ul style="list-style-type: none"> <li>• This is a statement of unsubstantiated opinion.</li> <li>• The Management group have striven to involve DSTC positively throughout 2019 and 2020. In fact, DSTC council minutes in 2020 show support for the project and raise no concern about relations, particularly the minutes of the meeting of the 14th December 2020.</li> </ul>	?
			<ul style="list-style-type: none"> <li>• Deterioration in the relationship has arisen since January 2021 through the failure of DSTC to carry out resolutions made in December 2020 to create a Support Group (despite assistance provided by the NPG) in a reasonable timeframe (six months later there is no date for the creation of this group, nor assignment of anyone to ensure that it is created) and from misrepresentation at council meetings and obfuscation at the DSTC meeting of 19 April 21 to prevent public discussion of these important issues that affect the planning of the NP.</li> </ul>	B  D

Topic	Date	Source	Issue & Response	E Ref
<b>16 Relations - Misleading information from DSTC</b>	18 Nov 20 11:43	Email from Town Clerk to A Humphries	<p>1) The wording of an article in the local press (on 10 Nov) was different from that sent by the Town Clerk The email states “The changes therefore misrepresent the legal decision reached by the Town Council”.</p> <p>The email implied responsibility for the changes lay with A Humphries.</p> <p>2) Press and Media input should always accord with DSTC policy attached. This was also not the case for the headline article on 10.8.2020- entitled “Residents urged to take part in survey on the future of Droitwich Neighbourhood Plan” over the NHP Group Questionnaire, whereby two Elected Members were quoted and photographed in that capacity prominently standing outside the DSTC- St Richards House building. The NHP Group questionnaire has never been referred to or sanctioned by DSTC and the article &amp; photograph may be considered to be misrepresentative of any current mandate or corporate opinion of this Council.</p> <p>Response:</p> <ul style="list-style-type: none"> <li>• A Humphries had not seen the text in 1) before he received the email</li> <li>• It is normal for editors to <i>edit</i> submitted press releases for publication</li> <li>• The establishment of the survey had been reported to DSTC on several occasions with no adverse comment and appeared to have been accepted. (See also item 5, above)</li> <li>• The two elected councillors were standing in Victoria Square – the centre of the town, a perfectly natural place to be. Why is this even mentioned?</li> </ul>	Xxx ?
<b>17 Relations – delays to NP</b>	25 Jan 21	Agenda to full council meeting	<p>The agenda for the full council meeting referred to the sub-group to be set up in Item 11 a</p> <p>Pursuant to Minute reference 186 of Full Council held on 14 December 2020 to note the following.</p> <ul style="list-style-type: none"> <li>• Wychavon District Council have kindly extended an invitation to Elected Members of Town &amp; Parish Councils to receive training on planning matters. The first session is arranged for 26 April 2021.</li> <li>• Wychavon District Council have kindly offered to support further consideration of options and progress towards a Neighbourhood Plan project. A second collaborative Zoom forum has been suggested for dates in April 2021 to be facilitated in the same format as the first meeting that took place on 13 October 2020. Further details to be provided in due course.</li> </ul>	

Topic	Date	Source	Issue & Response	E Ref
(17 continued)			<ul style="list-style-type: none"> <li>• Thereafter consideration by Council to accord with the resolution of 14 December 2020 (Full Council Minute reference 186) for the formation of a working group of Councillors and related arrangements. This should include relevant terms of reference, Membership, a schedule for meetings, communications protocol and any political balance requirements where appropriate.</li> </ul> <p>At the meeting the mayor asked for these bullets to agreed and moved on to the next item.</p> <p><b>Response:</b></p> <ul style="list-style-type: none"> <li>• This implies that work to start the formation of the DSTC Support Group would not begin until after 26<sup>th</sup> April <i>at the earliest</i>.</li> <li>• It also implies that the decision was taken <b>without involvement of all DSTC councillors</b> and that the councillors attending the meeting were not given an opportunity to comment or vote on this.</li> </ul> <p>At the full DSTC meeting on 19 April this was confirmed</p> <ul style="list-style-type: none"> <li>• The mayor said the means by which Locality Grant funding is handled had been clearly explained to DSNP councillors. In fact, the only item discussed with the Town Clerk was his wish for an unbudgeted Financial Consultant which is not a requirement from Locality.</li> <li>• Regarding DSNP councillors, they were fully aware of the process as one member had had a long discussion with a Locality Consultant on the subject and, in addition, members of the NPMG had studied the Locality documentation on their web page.</li> <li>• The mayor then brought discussion to an end indicating that there would be no discussion.</li> </ul> <p>PH consulted the head of Wychavon Planning Department at 11:15 on 26<sup>th</sup> April 21</p> <ul style="list-style-type: none"> <li>• She was not aware of any specific WDC training for DSTC councillors that has been deferred, nor is she aware that any deferral of any meetings involving DTSC that would have a critical impact on the DSNP. WDC does provide training, but in general for all of the Wychavon District.</li> </ul> <p>She saw no reason why existing materials from a huge range of sources, (including Locality) would not be sufficient for Town Councillors to undertake work on a Neighbourhood Plan.</p>	

Topic	Date	Source	Issue & Response	E Ref
<b>18 A Neighbourhood Plan is not a wish list</b>	21 Jun 21	Report on NP to DSTC from Town Clerk	<p>“A NHP process is driven by the Statutory Body and it is not a "wish list" for the Community”</p> <p>Response:</p> <ul style="list-style-type: none"> <li>The NP has never been seen as a wish list and the limited scope is clearly defined in many DNP documents. That said, it has been designed “to include statements reflecting additional <b>planning</b> aspirations that are not included in statutory Neighbourhood Planning but have been highlighted as key issues by residents of the town through consultation. [Source: DNP <i>Project Definition</i> document]</li> <li>Interestingly the Malvern material appended to the report states that enables the community to “have a say on anything, from Housing, Education, to Leisure and Wellbeing”. Just like the scope and benefits map associated with the Droitwich Spa Neighbourhood Plan.</li> <li>From the UK government website guidance on Neighbourhood Planning page: <sup>4</sup> “Wider community aspirations than those relating to the development and use of land, if set out as part of the plan, would need to be clearly identifiable (for example, set out in a companion document or annex), and it should be made clear in the document that they will not form part of the statutory development plan.”</li> <li>The NPG has always recognised this and stated that this is the case and said that some issues would be shown as aspirations, in the <i>Project Definition</i> and elsewhere.</li> </ul>	F  O  O
<b>19 Scope of input from a professional consultant</b>	21 Jun 21	Report on NP to DSTC from Town Clerk	<p>“Input from a professional consultant is essential for direction and guidance — covering work streams, material preparation &amp; evidence gathering to Examiner Standards”.</p> <p>Response:</p> <ul style="list-style-type: none"> <li>This is an opinion, not substantiated fact.</li> <li>In consultation with Wychavon Planning Department in October 2020 it was agreed that a consultant might be engaged to validate prepared material, but not necessarily for other matters.</li> <li>The NP group has in its membership professionals who have committed to help give direction and guidance AT NO COST to DSTC, and had agreed to write the document, if required.</li> <li>This has already been applied in the context of the planning materials.</li> </ul>	F

<sup>4</sup> <https://www.gov.uk/guidance/neighbourhood-planning--2> - Paragraph: 004 Reference ID: 41-004-20190509

Topic	Date	Source	Issue & Response	E Ref
<p><b>20 Reputational Risk to DSTC</b></p>	<p>21 Jun 21</p>	<p>Report on NP to DSTC from Town Clerk</p>	<p>The report states: “All of these factors present concerns towards reputational risk for the Town Council as well as the prospect of delivering a workable and fit for purpose NHP project.”</p> <p>Response:</p> <ul style="list-style-type: none"> <li>• Again, this is a statement of unsubstantiated opinion.</li> <li>• Any reputational risk has arisen from misrepresentation of facts by DSTC in public (as demonstrated in this document) and failure to carry out resolutions made in December 2020 as noted above.</li> <li>• The NPG have never been told by Wychavon Planning Dept. that there are any issues (and they are responsible for overseeing the process).</li> <li>• The NPG eventually received a report from Wychavon, after the DSTC meeting of 21 April and only after requesting it. The NPG were informed that discussions had taken place with the DSTC Town Clerk and had assumed that he would pass the details to the NPG. This had not happened. This lack of communication is surely the sort of thing that brings the DSTC into disrepute.</li> </ul>	<p>F</p> <p>J</p>

## APPENDIX - Evidence list

This list references the evidence referred to in this document. A folder contains files containing the evidence. Each filename in the folder is preceded with "Evidence.\$", where \$ is the evidence reference (E-Ref.). The rest of the filename should be self-explanatory.

E Ref	File name
A	Evidence.A.emails.BB to ML to 6 May 21.pdf
B	Evidence.B.14.12.2020_Full_Council_Minutes_with_attachments.pdf
C	Evidence.C.25.01.2021_Full_Council_Minutes.pdf
D	Evidence.D.19.04.21_Full_Council_Minutes_with_Attachments.pdf
E	Evidence.E.4 May 21 Annual Council 2021 Minutes with Attachments.pdf
F	Evidence.F.NHP Report 21.06.21 Agenda item 13.pdf
G	Evidence.G.Rushwick Village Survey.pdf
H	Evidence.H.Emails BB to RJ to 10 Jun.Gmail - Re DNHP group website.pdf
I	Evidence.I.DSNPWG Sept 2020 report to DSTC.docx
J	Evidence.J.WDC 24 June 21. Droitwich Spa Neighbourhood Plan - feedback.pdf
K	Evidence.K.Neighbourhood Planning meeting 201013 with WDC and Malvern.final.docx
L	<a href="https://www.gov.uk/guidance/neighbourhood-planning--2">https://www.gov.uk/guidance/neighbourhood-planning--2</a> - Paragraph: 003 Reference ID: 41-003-20190509 and Paragraph: 009 Reference ID: 41-009-20190509
M	Evidence.M.DSNP Report to DSTC - 19.4.21.docx
N	Evidence.N.DSNP II Project Initiation Document.0.6.pdf
O	Evidence.O.DSNP Project Definition.0.10.pdf
P	Evidence.P.emails.BB to PH to 11 Jun 21.pdf
Q	Evidence.Q.emails.BB to PH 16 Jun 21.pdf
R	Evidence.R.emails.BB to AH 9 Jul 21.pdf
S	Evidence.S.Email to BB 13 June including email BB to PH 11 June.pdf
T	Evidence.T.emails ML to BB to 9 June 21.pdf
U	Evidence.U.Project introduction for volunteers.210309.5.pdf

## Change Log (Since version 10)

Date	Ver	Area	Change
15 Sep 21	11	5 Residents' survey	Removed reference to DSTC leader having completed the survey

For and on behalf of the Neighbourhood Planning Group