

## **Framework for Assessing and planning for any Development Needs for those Volunteer members of the Ashbury Neighbourhood Plan Group**

The Ashbury Neighbourhood Plan (NP), adopted in 2019, is now formally being used

- 1) as part of the build planning [permission application](#) processes and associated implementation activities.
- 2) Alongside this there is, as a stated requirement in the NP, a Monitoring and Review function and activity for the use of this plan, set in the wider context of planning requirements at different levels.

*See orientation to role manual for the NP Monitoring brief and the VWHDC NP monitoring document.*

The work activities by members of the Ashbury Neighbourhood Plan group NPG, are since plan adoption, therefore very different to those required for developing the plan. Equally there is a different knowledge, information and expertise required to be involved in, party to or to drive these function and actions.

As the current members of the NPG were also members of the original Ashbury Neighbourhood Plan Development Group, albeit involved in a variety of the activity required for such a piece of work, there is recognition that moving to a new focus also requires a shift in what is required to fulfil the new current agenda.

It is recognised that the work of the NPG is entirely a volunteer role activity and as such there is no Job description or person specification for interview and appointment purposes. We are though accountable as the group for the level, quality and amount of activity undertaken to ensure our brief is met.

This document gives [an outline description of the roles, responsibilities and deliverables of the group](#). provides an opportunity for any member of the group to assess 'where now' against some key features of the role requirements, identify chosen areas of development need, compile a personalised development plan to successfully be able to contribute to the changed work of the group. There may however be times when a group updating or development activity is identified and agreed to be of value and organised as such.

### **Underpinning for a personalised process**

Each member will enter the work activity with a different range of experience, interest and activity preferences:

- range of Expertise, Commitment to the agenda/work activity required, Planning experience, range of competences, range of work experiences
  - some of these will be directly transferrable to this role/activity
- Learning/activity style preference: for example using Honey and Mumford profile headings: Activist, Pragmatist, Reflector, Theorist
- Previous style profiles such as Myers Briggs, Belbin (roles in teams)
- Interests in and for the NPG work activities
- activity Preferences

**Core Essential 1: Implementation Evaluation of planning applications** Do you mean evaluation of information / content / context of a planning application against the criteria laid out in the ANP and relevant policies as mapped out in the attached?

Information/content/context and application as mapped out in the build planning application process and route (see attached), including any additional policies and processes such as those related to Enforcement. Refer to the orientation manual for all other policies or such that impact the planning application decision making process.



planningapproute1.d  
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### **Desirable: Associated attributes/competencies/areas of expertise and experience**

#### **1. Communicating with residents to:**

- brief/inform/bring on board re specified subject areas
- share and discuss the value of the plan and how being used
- listen to/represent issues, share concerns with the group
- work with residents to agree plans of action to meet requirements of the NP
- marketing or PR actions

#### **2. Implementation Activity 2**

- Recognising needs for subgroup activity subject related
- Set up of subgroup – writing scoping and briefing papers
  - Monitoring and reviewing activity against scope/brief/schedule/specification
  - Reporting and collating findings for reporting and further actions required
- Working with, engagement with VWDC and South Oxfordshire CD (now working together) to ensure outcomes as required for use of the NP are achieved
- As a group member
  - For each member to contribute from their perspective against all policy requirements
  - To offer/provide challenge where ‘group think’ is dominant output
  - To ensure we keep on track

#### **3. Monitoring and Review activities**

- Set up methods/processes to monitor and review all plan activity and to achieve successful plan implementation – all areas/context
- Data collecting, recording, analysing, record keeping, report writing
- Data analysing
- Record keeping
- Report writing
- Presentation skills/methods
- Raising of issues with a range of specified parties against collected evidence
- Compile an agreed set of criteria for assessing and determining need for review or revision of the plan in 2024
- Process checks for how the group is and work is doing, feedback processes and development needs
- Active members of ONPA

#### 4. General

- Horizon scanning re: the local environment/parish setting, house build planning all levels

*See the terms of Reference for more on purpose and key tasks of the NPG*

#### **Assessment: ‘Where now’ and what agree to develop**

This can be undertaken by the individual member, in combination with another’s assessment or by seeking a 360-degree process

To ensure this process seeks to help access and draw from the strengths and expertise the group member brings with them to this group and group activity requirements

#### **Addressing identified development need – plan, monitoring progress and review**

1. A variety of methods can be used and these will likely depend on the style, time available and preferences of the individual member

They *may* include the following, though equally to include any member chosen method:

- Shadowing/discussion of similar activity in another parish or with another group member
- Attending meetings as an observer, such as ONPA/district council with specific aims and focus
- Some form of coaching or mentoring
- To access the Vale planning application register and follow through by observation of a number of planning applications, varying application ‘type’ and as they are progressed in other parishes

2. Compiling the plan and setting Action and time frames

- It is usual to stage or manage any development plans over a time frame that best suits the member learning style or time availability
- This can be done and progressed by the individual member or with support from a named other

#### **Member assessment and plan**