

Perranzabuloe Neighbourhood Plan

Steering Group Terms of Reference – December 2017

1. Purpose

- a. The main purpose of the Steering Group is to oversee the preparation of the Neighbourhood Plan for Perranzabuloe Parish in order that this will progress to Independent Examination and a successful community referendum, and ultimately be adopted by Cornwall Council to become planning policy.
- b. The Steering Group will engage the local community to ensure that the Plan is truly representative of the ambitions of Perranzabuloe Parish. The Group will maximise support for the approach taken in the Neighbourhood Plan by ensuring high levels of community engagement throughout the plan-making process.

2. Principles

- a. That the Steering Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community.
- b. All decisions made shall be fully evidenced and supported through consultation with the local community.

3. Roles and Responsibilities

In order to achieve this, the Steering Group will carry out the following roles:

- Be accountable for steering and providing strategic management of the Neighbourhood Plan for Perranzabuloe Parish
- Produce a consultation and engagement strategy, showing how the public will be involved throughout the process
- Produce, monitor and update a project plan
- Identify sources of funding
- Undertake evidence gathering and analysis to support the plan production process
- Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of all residents are understood

- Liaise with relevant authorities and organisations to make the plan as effective as possible
- Consult as widely and thoroughly as is possible to ensure that the draft and final NDP is representative of the views of residents
- Regularly report back to the Parish Council on progress during the plan-making process and liaise with the Council at appropriate stages (see 5a, below).

4. Membership

- a. The Steering Group will be made up of a cross-section of volunteers from the community, including Parish Councillors. Effort will be made to seek representation from under-represented sections of the community.
- b. New member of the Steering Group can be co-opted onto the SG at any time.

5. Relationship with the Parish Council

- a. While the Steering Group has full delegated authority from the Parish Council to deliver its plan-making functions in preparation of the NP, the Parish Council retains the power to¹:
 - submit a proposal to CC to initiate the process of preparing a NP, requesting the formal designation of the plan area by CC
 - approve the Terms of Reference adopted by the SG
 - submit the revised draft NP for submission to CC, together with the Basic conditions Statement and Consultation Statement (at the stage just prior to Independent Examination)
 - agree with CC on the appointment of an Independent Examiner (who will check the NP and recommend if it should proceed to a referendum).
- b. The plan-making process remains the responsibility of the Parish Council as the qualifying body.
- c. All community engagement and consultation documents will acknowledge that the NP is being prepared on behalf of the Parish Council.

6. Meetings of the Steering Group

- a. Steering Group meetings will aim to take place at least monthly.

¹ Drawn from CC document 'Constitution and structure for a NP SG'

- b. Where possible, all meetings should be held within the Parish. The dates of future meetings will be made publicly available via the Neighbourhood Plan website, and wherever possible on Parish Council noticeboards throughout the parish.
- c. The Secretary shall keep a record of meetings and circulate notes to Steering Group members and the Parish Council in a timely fashion. Minutes shall be made publicly available on the Neighbourhood Plan website.
- d. At least 7 clear calendar days' notice of meetings shall be sent to members via email, with less notice acceptable for members requesting a slower form of delivery.
- e. Significant decisions can only be taken when a meeting is quorate. The quorum will be half the number of active members (with a non-integer rounded down).
- f. The Steering Group will elect a Chair, Treasurer and Secretary from its membership. If these positions should become vacant, the Group will elect an alternate. The holder of any position can be voted out if such a motion was included on an appropriately-advertised Agenda for that meeting and more than half the active members of the SG at the quorate meeting support the motion.
- g. Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required each member shall have one vote. A simple majority vote will be required to support any motion. The Chairman shall have one casting vote unless he or she has expressed the wish not to have such.

7. Working Groups

- a. The Steering Group may establish working groups which can include non-Steering Group members to aid them in any Neighbourhood Plan related work. Members of the community will be encouraged to participate in the plan-making process.
- b. Each working group should have a lead person from the Steering Group.

8. Finance

- a. All grants and funding will be applied for and held by the Parish Council, who will ring-fence the funds for Neighbourhood Development Plan work.
- b. In general, Steering Group members and volunteers in any working groups accept that they will themselves cover minor expenses, such as the cost of phone calls, personal printing and travel to meetings.

- c. Expenditure for specific items costing below £50 and previously agreed at a meeting of the SG can be paid by an individual and re-paid from petty cash by the Finance Officer, on receipt of appropriate invoice. All payments above £50 will be paid using a Parish Council cheque.

9. Conduct

- a. It is expected that all Steering Group members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.
- b. Whilst Members as individuals will be accountable to any parent organisation, the Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects its collective expectations.
- c. The Steering Group will achieve this through applying the following principles:
 - Be clear and open when their individual roles or interests are in conflict;
 - Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief; and
 - Actively promote equality of access and opportunity.

10. Changes to the Terms of Reference

This constitution may be amended with the support of at least two-thirds of the current membership at a Steering Group Meeting and with the approval of the Parish Council.

11. Dissolution

- a. The Steering Group will be dissolved once the Neighbourhood Plan has been adopted by CC and at least two-thirds of its members and the Parish Council consider its services are no longer required.
- b. The Steering Group will then request that the Parish Council dispose of any remaining funds held in accordance with any conditions imposed by the grant funders and in the best interests of Perranzabuloe Parish.