



POUNDSTOCK PARISH NEIGHBOURHOOD DEVELOPMENT PLAN

STEERING GROUP TERMS OF REFERENCE

1. PURPOSE

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

2. PRINCIPLES

- a) That the Steering Group will undertake the process in 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 Poundstock
- Produce, monitor and update a project timetable;
- Produce a consultation and engagement strategy, showing how the public will be involved throughout the process;
- Regularly report back to the Parish Council for endorsement of decisions taken. Refer to Item 5. Any key decision or recommendations will be referred to the Parish Council for approval as and when required.
- To undertake analysis and evidence gathering to support the plan production process;
- Actively support and promote the preparation of the Poundstock Neighbourhood Development Plan throughout the duration of the project;
- Identify sources of the funding;
- Liaise with relevant authorities and organisations to make the plan as effective as possible;
- 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;
- Consult as widely and thoroughly as is possible to ensure that the draft and final NDP is representative of the views of residents;

- Agree, subject to ratification by the Parish Council, a final submission version of the Poundstock Neighbourhood Development Plan;

4. MEMBERSHIP

- 4.1 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. As and when required the Steering Group will make the decisions to co-opt any specialist help as required.
- 4.2 Membership of the Steering Group will be open to the public indefinitely. The Steering Group will consist of 2 members of the Parish Council, with a total of 6-12 max in the Steering Group, at the discretion of the Chairman.

5. DECISION MAKING

- The Steering Group has full delegated authority of the Parish Council.
- The Group will report monthly to the Parish Council setting out progress on its work; in addition, these reports will identify upcoming key actions, recommendations and financial expenditure. The Parish Council will approve the Submission Draft Neighbourhood Development Plan prior to publication for consultation and Independent examination.
- The plan-making process remains the responsibility of the Parish Council as the qualifying body, it is therefore important that the Steering Group maintains a good level of communication with the Parish Council on key matters. All publications, consultation and community engagement exercises will be undertaken by on behalf of the Parish Council with appropriate recognition of the Parish Council's position given in all communications associated with the project.

6. MEETINGS

- Steering group meetings will take place as and when the plan develops, not less than on meeting a month.
- Where possible, all meetings should be held within the Parish. The dates of future meetings will be made publicly available via the Parish Council website.
- The Steering Group will elect a Chair, Treasurer and Secretary from its membership to remain in those positions until the project is completed. If these positions become vacant, the group will elect an alternative.
- The Secretary shall keep a record of meeting and circulate notes to Steering Group members and the Parish Council in a timely fashion. Minutes shall be made publicly available on the Parish Council website and any other local communication channels.
- A least 5 days' clear notice of meetings shall be sent to members via email.
- Decisions made by the Steering Group shall normally be by consensus at Steering Group Meetings. Where a vote is required each member shall have one vote. A minimum of 50% + 1 person shall be present where matters are presented for decision to be taken. A simple majority vote will be required to support any motion. The Chairman shall have the casting vote.

7. WORKING GROUPS

- The Steering Group may establish working groups, made up from volunteers from the community to aid them in any Neighbourhood Plan related project.
- Each working group should have a lead person from the Steering Group.

- c) Members of the community will be encouraged to participate in the process at all stages.

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) The Steering Group will notify the Parish Council, advising it of any planned expenditure before it is incurred.
- c) Steering Group members and volunteers from any working group may claim back any previously agreed expenditure incurred during any Neighbourhood Plan related work.

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 their parent organisations, the Steering Group as a whole is accountable to the Parish Council.
- c) The Parish Council is accountable to the wider community for ensuring that the Plan reflects the public's collective expectations.
- d) The Steering Group will achieve this through applying the following principles: -
 - (i) Be clear and open when their individual roles or interests are in conflict;
 - (ii) Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief; and
 - (iii) Actively promote equality of access and opportunity.

10. CHANGES TO THE TERMS OF REFERENCE

- a) 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 its objectives have been attained and/or when at least two-thirds of its members and the Parish Council, consider its services are no longer required.
- b) The Steering Group would automatically dissolve should the Steering Group and the Parish Council reach a stage where they can no longer agree.
- c) On dissolution, any remaining funds will be returned to the Parish Council who in turn will comply with any conditions imposed by the grant funders and in the best interests of Poundstock Parish.