

# St Agnes Parish Neighbourhood Development Plan Steering Group Terms of Reference

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## 1. Background

The development of a Neighbourhood Plan has been discussed by St Agnes Parish Council and members of the community and, in April 2015, it was accepted by the Parish Council that the community set up a steering group to look into the viability of developing such a plan. If the project was subsequently endorsed by the Parish Council, the steering group would be given a remit to continue to deliver a Neighbourhood Plan, with the Parish Council acting as Qualifying Body. It is intended that this process will enable communities in the St Agnes Parish to actively influence land use and development, as part of statutory planning, and also identify wider issues of importance to the local community. This could be an opportunity to shape future development in the area whilst safeguarding and enhancing what is valued.

## 2. Purpose

The Steering Group's purpose is to design, implement and oversee the Neighbourhood Development Plan process in order that this will then progress to Independent Examination and a successful community referendum and ultimately be adopted by Cornwall Council and become planning policy.

## 3. Principles

- St Agnes Parish Council (PC) is the "Qualifying Body"
- These Terms of Reference to be approved by the PC.
- One Parish Councillor will act as the link between the Steering Group and the Parish Council. The NDP will be a regular item on the PC agenda.
- That the Steering Group will undertake the process in a democratic, transparent and fair fashion, allowing opinions and ideas to be put forward by all.
- That the Steering Group will give or encourage those who live in the parish of St Agnes the opportunity to inform and shape the process e.g. through taking part in the consultation process.
- That the Steering Group will make this a positive and constructive process, that ultimately it is intended to take a holistic approach which will improve quality of life and strengthen the community.
- All members of the Steering Group should adhere to the principles as set out by the Nolan Committee on Standards in Public Life:
  - Selflessness
  - Integrity
  - Objectivity
  - Accountability
  - Openness
  - Honesty
  - Leadership

- All members of the Steering Group and Working Groups will declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group.
  - To include membership of any organisation, ownership or interest in land or a business or indeed any other matter likely to be relevant to the work undertaken by the Steering Group or any Working Group.
  - Such declarations should be recorded in writing by the Working Group leader and/or Steering Group Communications officer.

#### **4. Tasks and Activities**

- Work with the Parish Council and ensure that they are fully informed throughout the process, and appropriate decisions referred to them when applicable;
- Prepare a project plan to set out how they will create a NDP;
- The project plan should contain a timeframe to focus activity and to aid planning;
- Publicise the intention to produce a NDP, to inform and engage the community, and publicise all subsequent activities and progress;
- Meet regularly to agree actions and discuss issues that arise, in order that the process is dealt with in an efficient and timely manner;
- Gather baseline information;
- Establish and understand the needs of residents and what their long term vision or aspiration is;
- Decide upon and, if required, set up sub-groups (or focus groups) to gather statistics, information and views, subject to this being agreed and delegated by the full steering group;
- Liaise with residents, partners and stakeholders throughout the development of the NDP;
- The Steering Group and Focus Groups will conform to data protection legislation.
- Consult as widely and thoroughly as is possible to ensure that the draft and final NDP is representative of the views of the residents;
- Analyse the available information to prepare the draft and final NDP;
- Produce notes/minutes from Steering Group meetings and circulate to Parish Councils and Steering Group members (and others as agreed to be appropriate e.g. support staff);
- Set up a mechanism to inform interested residents of progress e.g. monthly updates by email. Encourage residents to sign up to this;
- Actively publicise the draft NDP prior to the Referendum;
- Agree financial arrangements and budget with Parish Council.

#### **5. Membership of Steering Group**

- The Steering Group should consist of no less than 9 Members; Details of, and any changes to, the Steering Group membership will need to be notified to The Parish Council.
- St Agnes Parish Council must be represented on the Steering Group. Members must reside in the Parish of St Agnes
- A person living outside the parish but running an established local business may be invited to join, subject to there being no conflict of interest;
- The Steering Group shall be quorate when at least half of the members attend;
- Cornwall Council officers or Cornwall Councillors, as well as other agencies appointed by the Council to support the process cannot be voting members of the Steering Group but are able to attend meetings and contribute to the discussions as required.
- Addition or removal of an individual from the Steering Group requires a majority decision of all other elected steering group members.

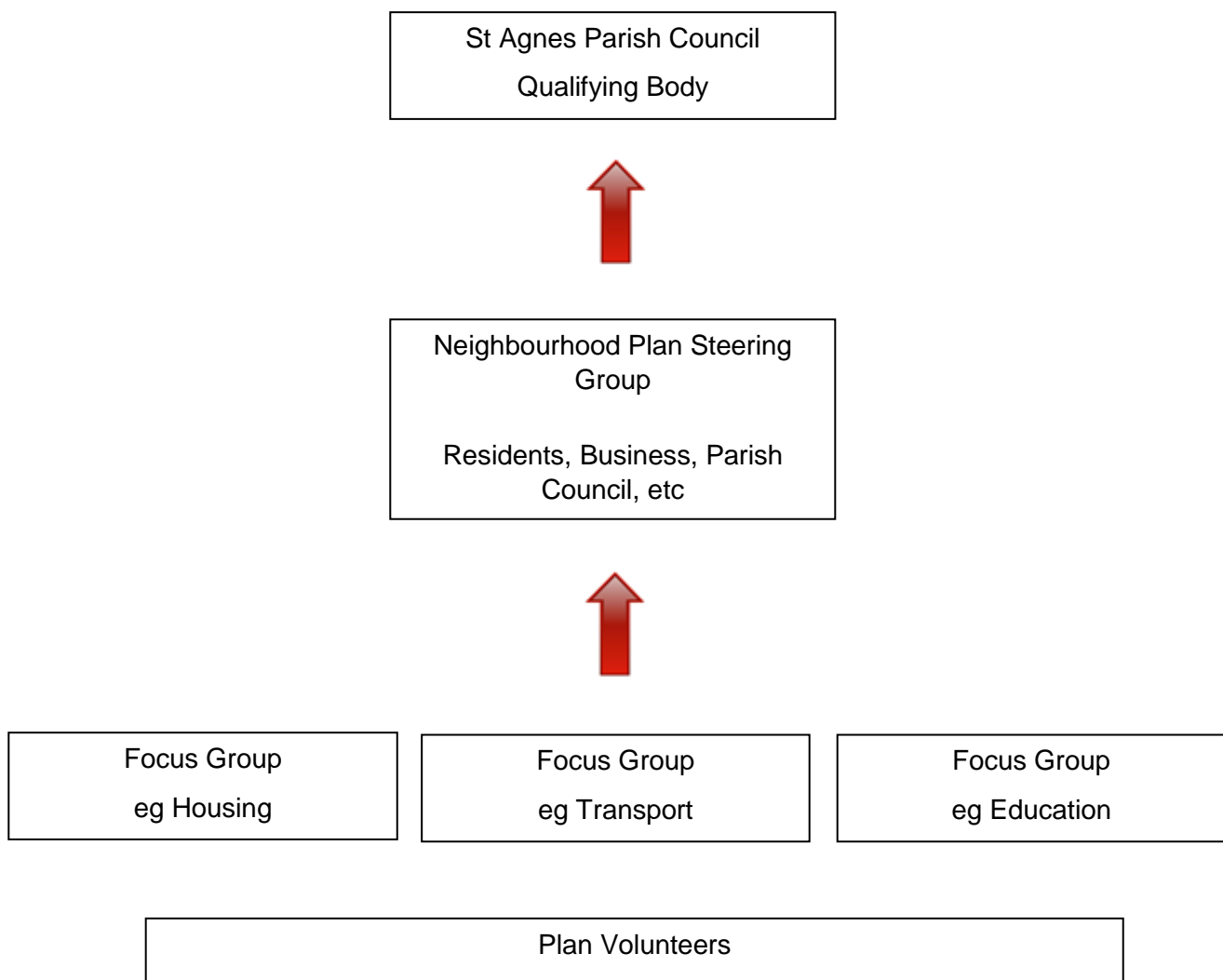
## 6. Roles within Steering Group

- The Steering Group shall elect a Chair, Vice Chair and Secretary.
- If the Chair and Vice Chair are unable to attend a meeting then a temporary Chair (selected from the Steering Group members) will be elected for that meeting.
- The Secretary will take notes/minutes from the meeting, record main decisions and action points; and make available to the public these and any relevant information as appropriate.

## 7. Steering Group Meeting Arrangements

- The Steering Group (and sub or theme groups) shall meet regularly and as necessary;
- The public can observe the meeting and speak at the Chairpersons discretion;
- Decisions from sub or theme groups should be relayed back to the full Steering Group for ratification and/or information;
- From time to time other stakeholders or interested parties may be invited to attend a specific Steering Group meeting to give a presentation and/or discuss their interest in the proposed NDP;
- A list of Steering Group members and contact details shall be maintained.

## 8. Reporting structure



## **9. Finance**

- The PC has agreed a budget
- Expenditure to be agreed by majority decision by the Steering Group.
- Any item of expenditure exceeding £500 will be placed on the PC agenda for approval.
- Invoices should be made out to the PC and should be paid in accordance with their Financial Regulations.
- The accounts relating to the NDP process will be audited and open to the public.
- Any procurement of funded expertise to be approved by the Parish Council. The Steering Group, through a needs assessment, will set the criteria for the commissioning process. The Steering Group would undertake the assessment of any tenders, with the Parish Council's support. The final approval and commissioning of any procurement will be undertaken by the Parish Council.
- Finance decisions will need to be recorded in the minutes and notified to the body holding the funds.
- Expenditure must fall within the level of funds allocated to the Steering Group and an update on expenditure should be given at each full steering group meeting.

## **10. Changes to the Terms of Reference**

Any amendments to the terms of reference may be made at a Steering Group meeting and agreed by the majority of the Steering Group members. Amendments to be notified to, and approved by, St Agnes Parish Council as the Qualifying Body

## **11. Dissolution of the Group**

- The members will agree by a majority vote at a Steering Group meeting, to call a Special General Meeting for the sole purpose to dissolve the group.
- Upon dissolution of the group any remaining funds originally received from the Parish Council shall return to the Parish Council. Any unspent funds from other sources shall be returned to that source unless otherwise stated, in which case any residue shall revert to the Parish Council to be allocated to delivering schemes of community benefit. No individual member of the group shall benefit from the dispersal.

The Terms of Reference was adopted at a St Agnes Neighbourhood Development

Plan Steering Group meeting on.....

<b>Role</b>	<b>Name</b>	<b>Date</b>
Chairperson of SG		
Signed		
Secretary of SG		
Signed		
Chairperson St Agnes Parish Council		
Signed		