

# ST ERME PARISH NEIGHBOURHOOD PLAN



## Steering Group – Terms of Reference

### 1. Purpose

**1.1** The main purpose of the Steering Group is to oversee the preparation of the Neighbourhood Plan to promote and improve the social, economic and environmental well-being of St Erme Parish. To ensure that all issues are addressed properly with high levels of community engagement in order that the plan will then progress to Independent Examination and a successful community referendum which will then be adopted by Cornwall Council

**1.2** The Group will be hosted by St Erme Parish Council who is the “Qualifying Body”

### 2. Key Roles

**2.1** To manage and co-ordinate the neighbourhood planning process for St Erme Parish, by ensuring that the key tasks are carried out and milestones are met

**2.2** To establish Project Teams (working groups) as necessary to help further the development of the NP

**2.3** Encourage and strengthen links between key organisations and ensure they are informed of the work of the Project Teams and progress with the Neighbourhood Plan

**2.4** To commission specific areas of evidence and analysis as required

**2.5** To provide strategic assistance and advice to the Project Teams in the production of the Neighbourhood Plan

**2.6** Present regular reports to the parish council on progress

**2.7** To promote the objectives of the Neighbourhood Plan for St Erme Parish

**2.8** To prepare a final draft plan for approval by the Parish Council prior to submission to the local planning authority for independent examination

**2.9** To act as the public face and principal contacts with the local community for the Neighbourhood Plan.

### 3. Aims

**3.1** To prepare a draft NP that reflects the wishes and aspirations of the local community

- 3.2** To ensure the draft NP meets the basic conditions as laid down in the legislation
- 3.3** To bring together appropriate local expertise and facilitate joint community working in developing the Neighbourhood Plan for St Erme Parish
- 3.4** To assist and help facilitate discussions with relevant and interested groups in the community to promote active involvement in the Neighbourhood Planning process
- 3.5** To consult widely and provide regular opportunity for the whole community to participate in the neighbourhood planning process and influence the composition of the draft final plan
- 3.6** To ensure the views and strategies of stakeholders, service agencies and other interested bodies are sought out and taken into account
- 3.7** To work to an agreed project plan and timetable and within the budget approved by the parish council

#### **4. Relationship to Other Groups**

- 4.1** The Steering Group will oversee the Project Teams which provide operational expertise, suggest actions and refer items of importance to be discussed by the Steering Group
- 4.2** The Steering Group will provide updates when and as necessary to St Erme Parish Council

#### **5. Meetings**

- 5.1** The Steering Group will meet at least monthly, and more frequently if required
- 5.2** Meetings of the Steering Group may also be attended by at least one representative of each active Project Team, and any other relevant person/s or community representatives may be invited to attend. Minutes of meetings will be available for inspection on the Parish Council website
- 5.3** The Steering Group shall be quorate when at least one third of the members attend.

#### **6. Membership**

- 6.1** The job of the Steering Group is to oversee and deliver the Plan, while ensuring that the wishes of the community are met. The Steering Group will meet every month until the Plan is approved by referendum.
- 6.2** In order to balance the various interests in the community, the Steering Group will be composed of people with an interest in the Parish (see below), elected Parish Councillors and the Parish Clerk (as a non-voting advisor).
- 6.3** Membership criteria will mean any resident, business, landowner, group, society and organisation within the parish area.

**6.4** St Erme Parish Council will appoint 4 members one of which will be the Chair of the Steering Group and a Vice-Chair will also be appointed.

**6.5** Membership will be open to up to 5 further independent candidates which will be appointed from the community.

**6.6** The Steering Group may appoint an additional three members

**6.7** The clerk to St Erme Parish Council will take notes/minutes from the meetings, record main decisions and action points; and make available to the public these and any other relevant information as appropriate. The clerk will not be a voting member.

## **7. Affiliations, Interests and Contributions**

**7.1** The Steering Group shall not be affiliated to any political party. Cornwall Council Officers and 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.

**7.2** All members of the Steering Group must declare any personal interest that may be perceived as being relevant to a decision of the group. This may include membership of an organisation, ownership of land or a business, or any other matter that may be considered to be relevant

**7.3** Organisations and businesses may assist in the production of the Neighbourhood Plan and may contribute to the cost of producing it. Details of any donations or assistance must be made publicly available and must not be seen to alter the direction of the plan

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

**8.1** 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 St Erme Parish Council

## **9. Dissolution of the Group**

**9.1** 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.

These Terms of Reference have been adopted by St Erme Parish Council