



## Lostwithiel Town Council

# Neighbourhood Development Plan

## Steering Group Terms of Reference

### 1 Background

The 2011 Localism Act enables communities to produce a Neighbourhood Development Plan so that communities can influence land use and development. Lostwithiel Town Council (The Council) has been designated by Cornwall Council as the responsible body for the preparation of the Lostwithiel Parish plan. The purpose of the Lostwithiel Steering Group (the Group) is to oversee the preparation of the Neighbourhood Plan for Lostwithiel Town Council.

### 2 Principles

The 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. All decisions made shall be fully evidenced and supported through consultation with the local community.

### 3 Tasks & Activities

- a. To support and promote the preparation of the Council's Neighbourhood Development Plan for the duration of the project;
- b. Ensure that the Council is fully informed throughout the process and that all appropriate decisions as set out in Appendix ONE are referred to them;
- c. Produce, monitor and update a project timetable in order that the process is dealt with in an efficient and timely manner.
- d. Produce a consultation and involvement statement, showing how the public will be involved throughout the process;
- e. Undertake evidence gathering and analysis.
- f. Help to identify sources of funding;
- g. Publicise the developing plan to inform and engage the community to ensure that it is representative of the views of local residents.
- h. Meet regularly to agree actions and discuss issues.
- i. Produce records of Group meetings and make available to the Council, Group member and the public.

NOTE: The Town Council remains the accountable body for the project and all delegated powers for the Group must be exercised in accordance with Appendix ONE

### 4 Membership

- a. Members of the group will be appointed by the Council and will be volunteers from the community and Town Councillors.
- b. Membership of the Group will be limited to 12 persons
- c. The Group shall be quorate when at least 4 voting members are present.
- d. Member's main residence must usually be in Lostwithiel. Anybody living outside Lostwithiel, but running an established business in the town, may be a member subject to there being no conflict of interest. Members of the Council may all be members of the Group.
- e. If a member fails to attend 4 consecutive meetings they will be deemed to have resigned from the Group
- f. The Council & Cornwall Council staff cannot be voting members but are able to attend meetings and contribute to the discussions as required.

### 5 Roles within NP Steering Group

- a. The Group shall elect a Chairman and Secretary. If the Chairman is unable to attend a meeting then a temporary Chairman (selected from the other members) will be elected for that meeting.
- b. The Secretary will prepare agendas, take minutes, record main decisions and actions points, make the approved minutes available to the general public and keep a list of group member's contact details which will be copied to the Council

- c. The secretary maybe a member of staff of the Council,
- d. Notices and associated papers shall normally be despatched three clear working days before the meeting by email or agreed alternative and a copy of the meeting agenda will be published on the NP website (when activated) and the Council notice board.
- e. The Council will appoint from its own members a Neighbourhood Plan portfolio holder who will be a member of the Group and responsible for liaison with the Council.

#### 6. Meetings

- a. The Group shall meet at least six times a year
- b. The public can observe the meeting and speak at the Chairman's discretion
- c. Other stake holders or interested parties may be invited to address the Group

#### 7. Finance

- a. All grants and funding will be applied for and held by the Council.
- b. The Group will notify the Council as per the Delegated Powers set out in Appendix ONE of any planned expenditure before it is incurred
- c. Finance decisions will be recorded in the Group meeting minutes

#### 8. Conduct

- a. It is expected that all Group members will abide by the principles and practice of the Town Council Code of Conduct including declarations of interest.
- b. Whilst Members as individuals can be accountable to their parent organizations, the Group as a whole is accountable to the Council and wider community to ensure that the Plan reflects their collective expectations.
- c. The Group will achieve this by;
  - i. Being clear and open when their individual roles or interests are in potential conflict with the objectives of the plan;
  - 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.

#### 9. Changes to the Terms of Reference

Any amendments to the terms of reference may be recommended by the Group for approval by the Council

#### 10. Dissolution

- a. Members must agree by a majority vote at a Group meeting to recommend the dissolution of the Group to the Council.
- b. If the Council agree they will then dispose of any remaining funds held in accordance with grant funder stipulations or in the case of the Council's ring-fenced reserves by resolution of the Council.

Issue TWO

2nd August 2016

These Lostwithiel Town Council Neighbourhood Plan Steering Group Terms of Reference were recommended to Lostwithiel Town Council at the Group meeting held on 26th January 2016. It was resolved by Council at on 2nd February 2016 that these Terms of Reference are adopted as drafted and they were implemented by the Group from the meeting of 24th May 2016.

## APPENDIX 1 DELEGATED POWERS FOR THE NEIGHBOURHOOD PLAN STEERING GROUP

Issue	Steering Group	Town Clerk	Council
A proposal to agree a new policy for the Neighbourhood Plan	Draft policy recommended to Council for approval	Advises Council & the Steering Group in the normal way as the "Proper Officer"	Approves or rejects the policy
A proposal involving new expenditure from either earmarked reserves or from the current budget	Spending proposal recommended to Council	Advises Council & the Steering Group in the normal way as the "Proper Officer"	Approves or rejects the expenditure
A proposal to agree a new main document for public consultation for the Neighbourhood Plan	Document recommended to Council for approval	Advises Council & the Steering Group in the normal way as the "Proper Officer"	Approves or rejects the document
A proposal to implement an item of expenditure (Inc Grant applications) previously agreed by Council.	Expenditure agreed by the Steering Group subject to approval of the Town Clerk	Agrees that the item of expenditure was previously approved and meets the Council's other financial regulations.	Note action from SG minutes
A proposal to agree a minor administrative matter related to a policy or document previously approved by Council. e.g. a letter to individuals.	Item agreed by the Steering Group subject to approval of the Town Clerk	Agrees that the item qualifies as a minor administrative matter and agrees the detail involved	Note action from SG minutes
A response to an item from the public or other organisation, that neither sets a new policy for the Council nor involves expenditure not previously agreed	Item agreed by the Steering Group subject to approval of the Town Clerk	Agrees that the item qualifies and agrees the detail involved	Note action from SG minutes
Display materials for public presentations of items previously agreed	Item agreed by the Steering Group subject to approval of the Town Clerk	Agrees that the item qualifies and agrees the detail involved	Visit the public presentation
Response to social media			This subject is more difficult. The Steering Group believes that social media will provide a key method of consultation, particularly with younger people. By it's nature it is too fast moving for our normal rules. The answer maybe to authorise specific members of the Council to make <b>factual</b> responses, using previously agreed material. Where the item has not previously been considered the social media response will have to state this and say where & when the issues raised will be considered.