



# **Lostwithiel Town Council**

## **Neighbourhood Plan Steering Group Terms of Reference**

**Approved**  
**Minute Reference 376/24**

## **1. Purpose and role**

This Steering Group was originally set up to consider revising the Lostwithiel Neighbourhood Plan. This process has been temporarily suspended due to Lostwithiel Town Council resolving in March 2025 to participate in Cornwall Council's Neighbourhood Priority Statement Pilot and develop a NPS for the Parish of Lostwithiel. The Council designated a Neighbourhood Area for the whole of the Parish of Lostwithiel for the purposes of producing a Neighbourhood Priorities Statement.

Lostwithiel Town Council as the responsible body wishes the Neighbourhood Plan Steering Group to draft a neighbourhood priorities statement for consideration by the Council.

The process will promote:

**Fairness** – To have a reasonable opportunity to provide evidence and make comments

**Ambition** – to implement ambitious planning policies into the Local Plan to meet the needs of Cornwall.

**Inclusion** – Include a variety of people and groups.

**Respect** – For new ideas and creativity

## **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 Priority Statement;
- b. To ensure that the Council is fully informed throughout the process
- c. To adhere to Cornwall Council's project timeline in order to meet the anticipated six month timeframe.
- d. Undertake evidence gathering and analysis.

- e. Publicise the developing Neighbourhood Priorities Statement to inform and engage the community to ensure that it is representative of the views of local residents.
- f. Meet regularly to agree actions and discuss issues.
- g. Produce minutes of Group meetings on the Lostwithiel Neighbourhood Plan website and make available to the Council, Group members and the public.
- h. Where appropriate, separate meetings will also take place with Officers from Cornwall Council in an advisory capacity. Non-members may be invited to take part in joining working groups and contribute to defining and achieving the strategic objectives
- i. Organise meetings and gather views and consult on ideas
- j. Develop an evidence base about the needs and aspirations of the Town
- k. Liaise with relevant businesses, organisations and landowners to get their input in the process.
- l. Ensure that the views of the full range and diversity of interest groups are sought through the process as far as this is possible
- m. Analyse the views, ideas and proposals received during the process and use them to prepare a draft neighbourhood priorities statement.

#### **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 16 persons of which town councillors will comprise a maximum of 50% of total places on the Group.
- c. The Group shall be quorate when at least 4 voting members are present.
- d. Member's main residence must usually be within 3 miles of the Lostwithiel parish boundary. Anybody living outside this, but running an established business in the town, may be a member subject to there being no conflict of interest. Any

- member of the Town Council is eligible to be elected to the Steering 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 & Vice-Chairman annually. If the Chairman & Vice-Chairman are unable to attend a meeting then a temporary Chairman (selected from the other members) will be elected for that meeting.
- b. The Town Council office will prepare agendas, take minutes, record attendance and 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. 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 and the Council notice board.

## **6. Meetings**

- a. The Group shall for the six month duration of the NPS pilot meet every month.
- 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. It is not anticipated that there will be any grants or funding available to contribute towards the cost of the preparation of the NPS.

## **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 NPS 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. The Council can resolve to dissolve this group at any time but must record the reasons for dissolution in the meeting minutes.

These Lostwithiel Town Council Neighbourhood Plan Steering Group Terms of Reference have been amended to reflect the requirements of the Cornwall Council NPS Pilot. After completion of the NPS it is anticipated that these ToRs will need a review to delete the sections that only apply to the preparation of the NPS