

# **TYWARDREATH & PAR PARISH NEIGHBOURHOOD PLAN STEERING GROUP TERMS OF REFERENCE**

## **1. Background**

Tywardreath and Par Parish Council has resolved to produce a Neighbourhood Plan (NP) which will cover the area of the Parish as detailed in the attached map. The Parish Council, while retaining full responsibility for the NP, recognises that the content of the NP must be driven by the community and draw on skills and expertise from outside the Parish Council. A Neighbourhood Plan Steering Group has been created to lead the project to successful completion.

## **2. Purpose**

- The main purpose of the Tywardreath and Par Parish Steering Group is to design, implement and oversee the preparation of the Neighbourhood Plan in order that this will progress to both a successful Independent Examination and community referendum; and ultimately be adopted by Cornwall Council.
- The Steering Group will engage with the local community, so as to ensure that the plan is representative of the aspirations and long-term vision of the residents of Tywardreath and Par Parish.

## **3. Principles**

- That the Steering Group will strive to undertake the process in a democratic, transparent and fair fashion; and will give equal consideration to opinions and ideas from all members of the community.
- That the Steering Group will endeavour to give all those who live in Tywardreath and Par Parish the opportunity to inform the process e.g. through taking part in the consultation process.
- That the Steering Group will involve and liaise with other stakeholders such as local organisations, businesses and relevant authorities, encouraging their input to the process so as to make the plan as effective as possible.
- That the Steering Group will aim to make this process a positive and constructive process.
- That ultimately it is intended to take a holistic approach that will promote or improve the social, economic and environmental well-being of those who live and work in the parish.

## **4. Tasks and Activities**

The Steering Group will establish and understand the needs of residents, their aspirations and long-term vision of Tywardreath and Par Parish by carrying out the following tasks and activities:

- Meet regularly to discuss issues that arise and agree actions to ensure that the process is dealt with in an efficient and timely manner;
- Produce minutes from Steering Group meetings and circulate to members of the Steering Group, the Parish Council and (and others as agreed to be appropriate e.g. support staff);
- Prepare an action plan setting out the process by which the Steering Group will create a NP: the action plan to include a timeframe to focus activity.

- Decide upon and, if required, set up sub-groups (or theme groups) to gather statistics, information and views, subject to this being agreed and delegated by the full Steering Group;
- Monitor and update all subsequent activities and progress.
- Inform and engage the community by publicising the intention to produce a NP.
- Take into consideration the accessibility of information, so that all members of the community have the opportunity to engage with the process.
- Set up a mechanism to inform and engage the local community in the development process of the NP and encourage individuals to sign up to this e.g. monthly updates by email, Facebook, website, posters etc.
- Consult as widely and thoroughly as possible to ensure that the draft and final NP is representative of the views of the community.
- Liaise with residents and other stakeholders in a variety of ways e.g. by talks to groups, drop-in activities, face-to-face meetings as appropriate.
- Gather baseline information to inform evidence-based decision making;
- Use all information to prepare the draft and final NP;
- Work with the Parish Council and ensure that they are fully informed throughout the process.
- Ensure that communication with the Parish Council is effective and appropriate e.g. by identifying at least one parish councillor as a point of contact for advice and information.
- Agree financial arrangements and budget with the Parish Council.
- Agree, subject to ratification by the Parish Council, a final submission version of the Tywardreath and Par Parish Neighbourhood Plan, hence the need to ensure communication is effective and appropriate;
- The plan making process remains the responsibility of the Parish Council as the Qualifying Body.

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

- a) The Steering Group should consist of no fewer than 6 members.
- b) Members must reside in Tywardreath and Par Parish.
- c) A person living outside the parish but running an established local business within the Parish may be invited to join.
- d) The Steering Group shall be quorate when at least 4 of the members attend;
- e) Tywardreath and Par Parish Council must be represented on the Steering Group;

## **6. Roles within Steering Group**

- a) The Steering Group shall elect a Chair, Vice Chair, Treasurer and Secretary.
- b) 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.
- c) The Secretary will take notes/minutes from the meeting, record main decisions and action points; and circulate these and any relevant information as appropriate.

## 7. Steering Group Meeting Arrangements

- a) The Steering Group shall meet regularly as necessary but at least once every 3 months.
- b) Decisions from sub or theme groups should be relayed back to the full Steering Group for ratification and/or information.
- c) Steering Group meetings are for members and those listed in 5.f) above only. 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 NP.
- d) Steering Group meetings are separate entities from Parish Council meetings, public meetings or public participation events.
- e) Details of, and any changes to, the Steering Group membership will need to be notified to, and agreed by, Tywardreath and Par Parish Council.
- f) A list of Steering Group members and contact details shall be maintained.

## 8. 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) The Steering Group as a whole is accountable to the wider community for ensuring that the NP reflects their collective expectations.
- c) 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.

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

- i. These Terms of Reference 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.
- ii. 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.
- iii. In the event of dissolution any funds, after satisfying outstanding creditors, will be returned to either Tywardreath and Par Parish Council or the funding body or bodies as appropriate.

## Glossary

**Holistic:** A **holistic** approach looks at the whole picture e.g. the social, economic and environmental information, data and opinion, then combines and summarises the results in a balanced and coherent way to inform future planning.

**Stakeholders:** People who have an interest in an organisation or process including residents, business owners and (local) government.

**Sustainable Development:** Development “that meets the needs of the present without compromising the ability of future generations to meet their own needs.”