

THE NEIGHBOURHOOD PLAN WORKING PARTY (COUNCILLORS)

First meeting

Monday 18th December 2017, at the close of the Full Council meeting

Present

Zoe Baxter, Debbie Shephard (appointed to Steering Group)
Marna Blundy, Sue James, Jonathan Manser, Constance Moore, Farmer Morris,
Geoff Roberts, Bev Strick, (appointed to sub-groups)
Brian Clemens, Grenville Prowse (other councillors)
Cas Leo (Locum Town Clerk)

It was suggested that Zoe Baxter chair the meeting, and Marna Blundy took brief notes.

Summary of activity since the last Council meeting

Pendeen Parish Hall has been booked for the next open meeting on 17th January. 85 emails have been sent to members of the community who have signed up their interest in taking part; 13 letters have been delivered, and 7 phone calls made (105 people in total). Posters have been displayed in the Council noticeboards about the meeting.

Steering Group Terms of Reference

It was agreed that we would work through Cornwall Council's Sample Terms of Reference, and after discussion wording was agreed with which we were comfortable (copy attached)

Open Meeting 17th January

The format of the meeting would be as recommended by Sarah Furley and James Hardy:

1. Introduction by James Hardy, outlining the roles of the Steering Group and sub-group members, and next steps
2. Divide into four groups for discussion:
 - a) Steering Group (facilitator James Hardy, with Zoe Baxter) to discuss the role of the group, people required, and establish what those interested have to offer)
 - b) Community Engagement (led by Marna Blundy and Sue James) to discuss the role of the group and how to engage with the community
 - c) Built Environment (led by Geoff Roberts and Jonathan Manser) to brainstorm possible themes for the neighbourhood plan and how to develop these
 - d) Natural Environment (led by Constance Moore, Farmer Morris and Bev Strick) to brainstorm possible themes for the neighbourhood plan and how to develop these

By the close of the Open meeting, we will have a clearer idea of the people seriously interested in committing to one of the groups, so that the real work can begin.

Next meetings of the Council working group (*suggested*)

1. After the Council meeting on 8th January - to finalise resources etc. for the Open Meeting
2. After the Council meeting on 22nd January - to confirm membership of the Steering Group and the subgroups

ST JUST NEIGHBOURHOOD PLAN STEERING GROUP TERMS OF REFERENCE

1. Purpose

- a) The main purpose of the Steering Group is to oversee the preparation of the Neighbourhood Plan for the civil parish of St Just-in-Penwith*, in order that these will then progress to independent examination and a successful community referendum and ultimately be adopted by Cornwall Council to become planning policy

*The civil parish of St Just-in-Penwith encompasses the town of St Just and the nearby settlements of Trewellard, Pendeen and Kelynack: it is bounded by the parishes of Morvah to the north-east, Sancreed and Madron to the east, St Buryan and Sennen to the south and by the sea in the west.

- b) The Steering Group will engage the local community to ensure that the Plan is truly representative of the ambitions of the parish. The Group will maximise support for the approach taken in the Neighbourhood Plan by ensuring high levels of community engagement throughout the plan-making process

2. Principles

- a) That the Steering 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
- b) All decisions made shall be fully evidenced and supported through consultation with the local community

3. Roles and Responsibilities

In order to achieve this, the Steering Group will carry out the following roles:

- a) Be accountable for steering and providing strategic management of the Neighbourhood for the civil parish of St Just-in-Penwith
- b) Produce, monitor and update a project timetable
- c) Produce a consultation and engagement strategy, showing how the public will be involved throughout the process
- d) Regularly report back to the Town Council for endorsement of decisions taken
- e) Undertake analysis and evidence gathering to support the plan production process
- f) Actively support and promote the preparation of the St Just-in-Penwith Neighbourhood Development Plan throughout the duration of the project
- g) Identify sources of funding
- h) Liaise with relevant authorities and organisations to make the plan as effective as possible
- i) Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of all residents are understood
- j) Consult as widely and thoroughly as is possible to ensure that the draft and final NDP is representative of the views of residents
- k) Agree, subject to ratification by the Town Council, a final submission version of the St Just-in-Penwith Neighbourhood Development Plan

4. Membership

- a) The Steering Group will be made up of a cross-section of volunteers from the community, including Town Councillors. Effort will be made to seek representation from under-represented sections of the community
- b) Membership of the Steering Group will be open indefinitely, up to a maximum of nine members

5. Decision-making

- a) The Steering Group has full delegated authority from the Town Council to carry out the process plan as agreed by the Town Council up to and including publication of the Consultation Draft Plan. The Group will report fortnightly to the Town Council setting out progress on its work. The Town Council will approve the Submission Draft Neighbourhood Development Plan prior to publication for consultation and independent examination
- b) The plan-making process remains the responsibility of the Town Council as the qualifying body. All publications consultation and community engagement exercises will be undertaken by or on behalf of the Town Council with appropriate recognition of the Town Council's position given in all communications associated with the project

6. Meetings

- a) Steering Group meetings will take place as often as necessary, at least ten times a year
- b) Where possible, all meetings should be held within the Parish. The dates of future meetings will be made publicly available via the Town Council website
- c) The Steering Group will elect a Chair, Treasurer and Secretary from its membership, to remain in those positions until the project is completed. If these positions should become vacant, the Group will elect an alternate
- d) The Secretary shall keep a record of meetings and circulate notes to Steering Group members and the Town Council in a timely fashion. Minutes shall be made publicly available on the Town Council website
- e) At least three clear days' notice of meetings shall be sent to members via email (or an alternative agreed communication method)
- f) Decisions made by the Steering Group should normally be by consensus at Steering Group meeting. Where a vote is required each member shall have one vote. A minimum of three members, or a third of the Steering Group, whichever is the greater, shall be present where matters are presented for decisions to be taken. A simple majority vote will be required to support any motion. The Chairman shall have one casting vote

7. Working Groups

- a) Initially three working groups will be established, made up of volunteers from the community including Town Councillors to aid them in any Neighbourhood Plan related work
- b) Each working group should have a lead person from the Steering Group
- c) Members of the community will be encouraged to participate in the process at all stages

8. Finance

- a) All grants and funding will be applied for and held by the Town Council, who will ring-fence the funds for Neighbourhood Development Plan work
- b) The Steering Group will notify the Town Council, advising them of any planned expenditure before it is incurred
- c) Steering Group members and volunteers from any working groups may claim back any expenditure previously approved by the Town Council incurred during any Neighbourhood Plan related work

9. Conduct

- a) It is expected that all Steering 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 will be accountable to their parent organisations, the Steering Group as a whole is accountable to the wider community for ensuring that the Plan 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

10. Changes to the Terms of Reference

- a) This Constitution 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 Town Council

11. Dissolution

- a) The Steering Group will be dissolved once its objectives have been attained and/or when at least two-thirds of its members and the Town Council consider its services are no longer required
- b) The Town Council will then, after consultation with the Steering Group, dispose of any remaining funds held in accordance with any conditions imposed by the grant funders and in the best interest of the Parish of St Just-in-Penwith

*Sample ToR approved by Town Council 16th October 2017,
detail agreed by Council NP Working Group 18th December 2017*