

ST JUST PENDEEN 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 this 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 to 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 Development Plan 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 through 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 St Just 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 see 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 SubmissionDraft 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 the

Steering Group members and the Town Council in a timely fashion. Minutes shall be made available publicly on the Town Council website

- e) At least three clear days' notice of meetings shall be sent to members by 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 shall 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 their Plan reflects their collective aspirations
- c) The Steering Group will achieve this through applying the following principles:
 - I. Be clear and open when their individual roles and 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 the 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 interests of the Parish of St Just-in-Penwith.

Sample TOR approvedf by Town Council 16 October 2017.

Detail agreed by Council NP Working Group 18 December 2017.

Note: Steering Group membership maximum subsequently raised to twelve.

(Reissued 26 August 2018)