

Fowey Parish Neighbourhood Plan

Steering Group Terms of Reference

Background

- i. Fowey Town Council has resolved to produce a Neighbourhood Plan and has determined that The Neighbourhood Plan will cover Fowey Town and Parish.
- ii. The Town Council, while retaining full responsibility for The Neighbourhood Plan, recognises that the content of The Neighbourhood Plan must be driven by the community and draw on the skills and expertise from outside the Council.
- iii. A Neighbourhood Plan Steering Group has been created to lead the project to successful completion.

Purpose

The Steering Group's purpose is to research, consult, design, implement and oversee the Neighbourhood Development Plan process in order that this will then progress to Independent Examination and a successful community referendum and ultimately be adopted by Cornwall Council and become planning policy.

Tasks and Activities

- i. Meet regularly to maintain an effective process is sustained.
- ii. Be aware of the development areas identified in Cornwall Council's Local Plan and National Planning Policy Framework.
- iii. Identify ways of involving the whole community, to be able to gather the views and opinions of as wide a cross section as possible
- iv. Liaise with relevant authorities and organisations to ensure FPNP is as comprehensive and inclusive as possible
- v. Report back regularly to Fowey Town Council on progress and any significant issues
- vi. Consult with the community, schools, and "focus" groups (e.g. WI) local businesses, Cornwall Council and adjoining parishes through a varied programme of communication and consultation
- vii. Consider the options and develop policies to inform the future development and use of land in the Fowey neighbourhood area
- viii. Gather baseline information
- ix. Consult as widely and thoroughly as is possible to ensure that the draft and final FPNP is representative of the views of the residents;
- x. Analyse the available information to prepare the draft and final FPNP;
- xi. Actively publicise the draft FPNP prior to the Referendum

Membership of Steering group

- i. The Steering Group will be formed current Town councillors and from local volunteers who reside or work in the Parish. The group should be representative by consisting of local people from Fowey Town and the Parish Area.

- ii. The Steering Group has delegated powers and may form Working Groups or sub-committees to undertake various aspects of the work involved in producing the Neighbourhood Development Plan.
- iii. The Steering Group will be supported by officers of Cornwall Council, as well as other agencies appointed by the Steering Group to support the process. However, these support staff will not be able to vote but are able to attend meetings and contribute to discussions.
- iv. Membership is voluntary.
- v. Members must reside in Fowey or the parish of Fowey.
- vi. A person living outside the parish but running an established local business may be invited to join, subject to there being no conflict of interest;
- vii. The Steering Group shall be quorate when at least half of the members attend;
- viii. All members of the Steering Group must declare any personal interest that may be perceived as being relevant to the decisions or recommendations made by it. This may include membership of an organisation, ownership of interest in land or business or any other likely to be relevant to the work undertaken by the Steering Group.
- ix. A person will cease to be a member of the Steering Group upon notifying the Chair in writing of the wish to resign.

Roles within Steering Group

- i. The Steering Group shall elect a Chair, Vice Chair and Secretary.
- ii. 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.
- iii. Working groups will be set up as required to research and review evidence and to contribute to the FPNP document.

Steering Group Meeting Arrangements

- i. The Secretary will keep a record of all meetings and circulate minutes to Steering Group members and Clerk to the Council not more than 14 days after each meeting
- ii. Steering Group meetings and activities will follow good practice. The Steering Group may seek, and follow, the guidance of the Town Clerk in regard to any procedural matters.

Finance

- i. The Steering Group will apply for grant assistance with costs.
- ii. Fowey Town Council has devolved a budget of £1000 for the year 2015-2016
- iii. Fowey Town Council will hold all funds in a separate account within their funds.
- iv. All items of expenditure will be referred to the Steering Group for approval and action.

Changes to Terms of Reference

Should any amendments be required to these Terms of Reference, the changes must be ratified by Fowey Town Council.

Dissolution of the group

The Steering Group will continue to cooperate for two years or until the adoption of the Neighbourhood Plan, whichever is sooner

