



St Erth Neighbourhood Plan Steering Group

Purpose and Terms of Reference

1. Primary purpose of the Neighbourhood Plan Steering Group (NPSG) and its relationship with St Erth Parish Council (SEPC) and the local community.

1.1 SEPC is the qualifying (in law) and accountable (financially regulated) body for the production of a Neighbourhood Plan (NP) for the civil parish area of St Erth. The NPSG has the lead role, on behalf of the community, for creating the NP.

1.2 The NPSG will develop the NP, in accordance with the actions set out in the NP – Project Plan and to that end, will make recommendations to SEPC on the actions required, including where any expenditure is considered necessary.

1.3 The NPSG does not have delegated power from SEPC to make decisions on its behalf in accordance with paragraph 1.1 above.

1.4 The NP will define the spatial planning priorities identified jointly by SEPC, the NPSG and the community, having taken into account all representations made during the plan-making process and having had regard to all relevant existing plans and evidence.

1.5 The NPSG will project manage the development of the NP and undertake all associated tasks up to the point where any revisions are agreed with Cornwall Council in order to produce the final version of the NP (anticipated around November/December 2016).

2. NPSG – specific tasks

- Meet on a monthly basis or as required to enable a progress report to be provided to the following meeting of SEPC;
- Review at each meeting, the project timetable and risk register and endeavour to secure compliance or seek solutions where slippage or other issues arise;

- Recommend to SEPC, the adoption of a NP communication, consultation and engagement strategy and assist with implementation thereafter;
- Consider all background and evidence-based reports and report thereon to SEPC prior to publication;
- Actively support and promote the development of the NP throughout the duration of the plan-making process;
- Compile a final submission version of the NP for endorsement by SEPC;
- Ensure all activities comply with the Data Protection Act, including the storage of confidential information.

3. NPSG membership etc.

3.1 The NPSG will comprise one representative from each sub-group and five SEPC Councillors.

3.2 The Chairman of the NPSG will be one of the five SEPC Councillors and his/her role will be to:

- Chair all meetings of the NPSG;
- Work closely with the NP Project Officer and Parish Clerk throughout the NP process;
- With the NP Project Officer, provide regular progress reports, including recommendations, to SEPC.

3.3 The NPSG will have the ability to co-opt anyone, in an advisory capacity, it considers will be able to assist with a specific task. The NPSG will also have the ability to establish any sub-groups it decides are necessary in order to undertake specific tasks and such sub-groups will have the ability to co-opt anyone, in an advisory capacity, they consider will be able to assist with those specific tasks.

3.4 The Cornwall Councillor for the area and the Cornwall Council Link Officer for the area will be able to attend any meetings of the NPSG, or any of its sub-groups, if appropriate, in an advisory capacity.

4. Reporting and communication

4.1 The Chairman of the NPSG and the NP Project Officer will report regularly to SEPC setting out the work undertaken and progress made by the NPSG.

4.2 The NP plan-making process will be supported by SEPC (as the qualifying and accountable body) and SEPC will consider any recommendations for any additional support/training if the need arises.

4.3 The compilation of publications and arrangement of consultation and community engagement exercises will be prepared by the NPSG, in line with the Communications and Engagement Strategy endorsed by SEPC.

5. Meetings

5.1 NPSG meetings will be held at appropriate venues, usually within the parish of St Erth.

5.2 The NPSG will appoint a Chairman and Vice-Chairman from among its membership, both of whom will be SEPC Councillors. The SEPC Councillor membership of the NPSG will be reviewed as part of SEPC's annual review of committee etc. memberships.

5.3 Recommendations made by the NPSG will be by consensus at meetings of the NPSG but where a vote is required, each member will have one vote and a simple majority will be required to make any recommendation. In the event of an equality of votes, the Chairman or in his/her absence, the Vice-Chairman, may exercise a casting vote.

5.4 Members of the NPSG shall declare any interests they may have at meetings.

5.5 A minimum of five members of the NPSG shall be present in order for a meeting to be held – a minimum of two sub-group representatives and a minimum of two SEPC members.

6. Support

6.1 The NPSG will receive all secretarial and administrative support from the NP Project Officer.

7. Conduct

7.1 The NPSG will follow the Code of Conduct adopted by SEPC.

7.2 The NPSG, as a whole, is accountable to the community for ensuring that the NP reflects their collective expectations. Every member of the NPSG will apply the following principles throughout their work on behalf of the community:

- Working with mutual trust and respect and using the knowledge, skills and experience of individuals for the collective development of a high quality NP;
- Being open and honest in all of their dealings and especially on any occasion when individual roles or interests may conflict;
- Treating everyone with dignity, courtesy and respect, regardless of their age, gender, sexual orientation, ethnicity, ability or religion and belief; and
- Actively promoting equality of access and opportunity throughout the plan-making process.