

## **Harberton Parish Neighbourhood Plan Steering Group Terms of Reference**

The steering group is an advisory committee of Harberton Parish Council.

### **1. Purpose of the Steering Group**

The purpose of the group is to oversee the preparation of a neighbourhood plan for the Parish. The task will include the consultation with the community and other interested parties through public meetings, workshops and contact through village websites and newsletters.

### **2. Objectives of the Group**

To create a plan expressing the wishes and aspirations of Parish residents as accurately as possible in relation to local planning and development matters.

### **3. Membership and Governance**

#### **a) Membership**

Membership of the group will include parish councillors, volunteers and co-opted stakeholders with a role to play in the future implementation of the Plan.

Members will be expected to attend on a regular basis. Members who fail to attend 2 consecutive meetings will be assumed to have resigned.

Membership is limited to 21 people.

#### **b) Role**

The steering group will be responsible for the work programme and producing the draft plans for consideration by the Parish Council. It will also inaugurate working groups to undertake research and proposals for topics in the neighbourhood plan specifying the work to be done and timetabled, and seeking working party members.

#### **c) Powers of co-option**

Additional members will be co-opted to replace any members who are unable to continue their involvement and to strengthen the group in respect of particular issues or opportunities identified in the course of the plan preparation, co-opting individuals for limited periods if required to provide expert input on a particular topic.

#### **d) Declarations of interests**

Members will be asked to declare any personal and pecuniary interests in particular issues or land as appropriate as a condition of their participation in the plan preparation. If the Chair has reason to believe that a member of the committee is concealing a declarable interest, the Chair may, at his absolute discretion, challenge the member to declare the relevant interest. If the Chair remains dissatisfied, he may recommend to the Parish Council that the member be excluded from the committee.

**e) Voting**

Only members who are on the electoral roll in the Neighbourhood Plan area are eligible to vote in the steering group. However this exclusion does not apply to Harberton Parish Councillors.

**f) Parish Council Role**

The Parish Council will be asked to confirm and agree the work programme for the preparation of the plan; agree any interim proposals put forward for consultation with the public; the draft plan prior to community consultation and the final draft prior to submission to South Hams Council.

**g) Resolution of disagreements**

Disagreements which cannot be resolved within the Steering Group will be put to the Parish Council for discussion and decision.

**4. Reporting and Feedback**

Information will be shared with the community through public consultation meetings, a Parish Council controlled website and through the regular Parish newsletter and magazine.

Minutes of Group meetings and of workshops and consultations will be recorded and displayed on the Parish noticeboards in Harberton and Harbertonford. Copies will also be kept available for public inspection by the Parish Clerk and the Chairman and Secretary of the Steering Group.

**5. Resources and Finance**

Project costs are likely to arise for a paid clerk, for hiring venues for public meetings and workshops, and for the preparation and circulation of printed materials. The Steering Group will draw on the expertise and knowledge of appropriate officers at South Hams District Council and Devon County Council, and use relevant information held by those Councils.

It is assumed that the District Council will meet the costs of the independent review of the plan and the community referendum before formal adoption.

**6. Monitoring and review**

The preparation of the plan will be regularly monitored by the Parish Council through monthly reports from the Steering Group. Ongoing arrangements for the review and monitoring of progress on the plan's implementation after adoption will be set out in the plan.