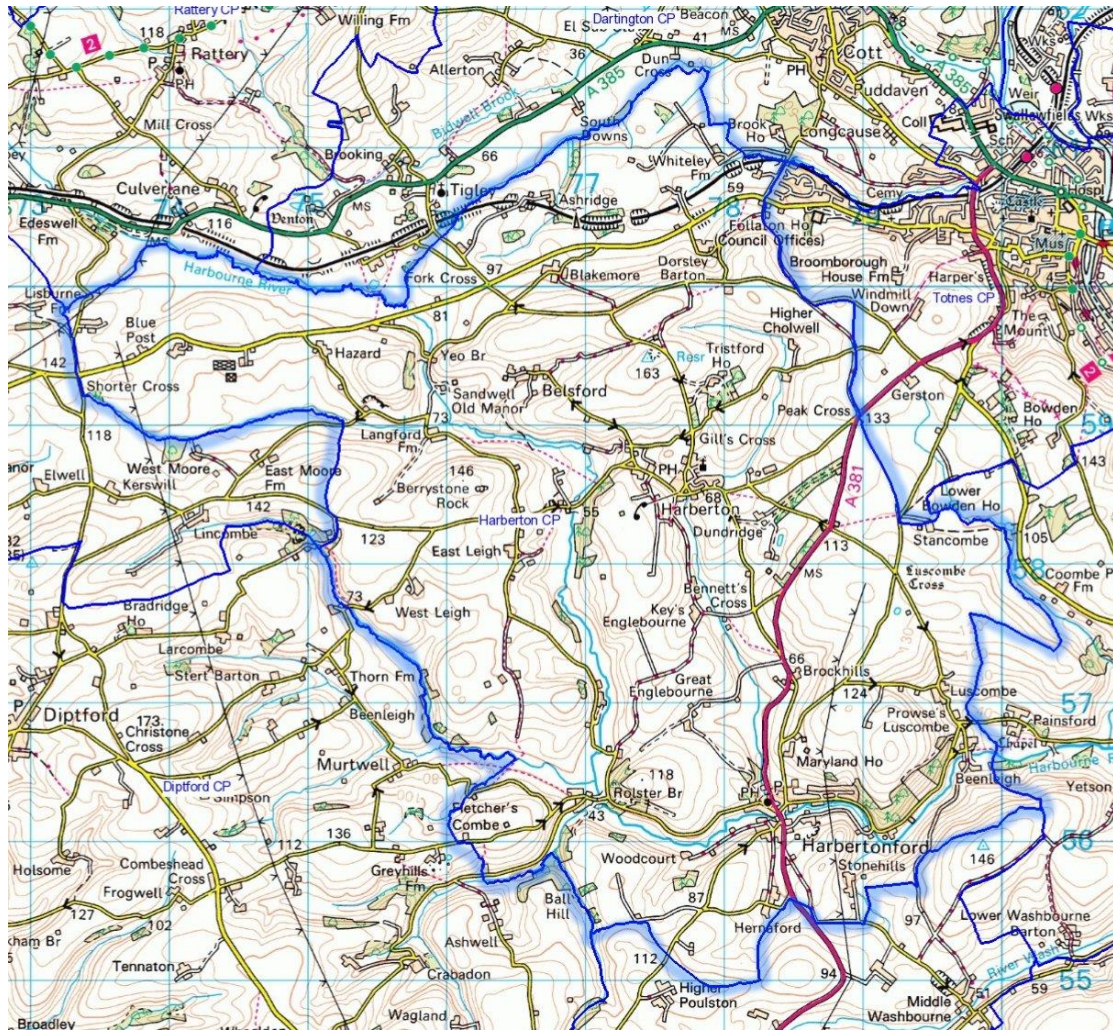


## Application Form for Designation of Neighbourhood Area

<b>Name of Applicant</b> <i>(this must be a Parish or Town Council)</i>	Harberton Parish Council
<b>Contact Details</b> <i>Please supply contact details of project lead</i>	Name: Geoff Broom Address: Sampsons Barn Harbertonford Totnes TQ9 7TR  Email: broom10@btinternet.com Telephone: 01803 731097
<b>Name of proposed plan area</b>	Harberton Parish
<b>Map of proposed plan area</b>	<i>Please supply a separate map showing the boundaries of the proposed neighbourhood area</i> See attached
<b>Statement confirming why the proposed plan area is appropriate</b>	The Parish Council proposes to prepare a Neighbourhood Plan for Harberton Parish. The Plan will encompass the whole of the Parish area to deal with parish wide issues, but will also have a particular focus on the Harbertonford area.
<b>Type of plan proposed</b>	<i>Please circle</i> <div style="border: 1px solid black; border-radius: 50%; width: 150px; height: 40px; margin: 10px auto; display: flex; align-items: center; justify-content: center;"> <span style="margin: 0 10px;">Neighbourhood Development Plan</span> </div> Neighbourhood Development Order Community Right to Build Order
<b>Group Terms of Reference</b>	<i>Please supply a separate sheet detailing the Group's Terms of Reference</i>

Please return to the Strategic Planning Team, South Hams District Council, Follaton House, Plymouth Road, Totnes, Devon, TQ9 5NE

# Map of Proposed Neighbourhood Plan Area



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

### **Purpose of 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.

### **Objectives of the Group**

The adoption of a Neighbourhood Plan for the Parish setting out policies for its future development.

### **Membership and Governance**

Membership of the Group will include Parish Councillors, volunteers including those who indicated an interest in assisting in the preparation of the neighbourhood plan in the initial parish wide consultation and co-opted stakeholders with a role to play in the future implementation of the plan.

The members of the Steering Group will agree the issues and options to be considered in the preparation of the plan and lead consultations with the community at large. It is envisaged that individual members will take the lead on particular projects and/or policies.

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.

Members will be asked to declare any pecuniary interests in particular issues or land as appropriate as a condition of their participation in the plan preparation.

Voting if appropriate will be by show of hands with the Chairman having a casting vote as per the Standing Orders of the Parish Council.

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.

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

## **Reporting and Feedback**

Information will be shared with the community through public consultation meetings, the village websites 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.

## **Resources and Finance**

Project costs are likely to arise primarily for hiring venues for public meetings and workshops, and for the preparation and circulation of printed materials. The Parish Council has agreed to meet initial costs of the process. 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.

Additional financial assistance may be required for the printing and distribution of draft plans. 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.

## **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.

GB 02/01/13