

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

The steering group is an advisory committee of Harberton Parish Council and as such is subject to the Parish Council's Standing Orders.

### **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 Neighbourhood Plan that presents evidence of the needs and aspirations of the Parish residents in order to:

- 1) Articulate and celebrate the unique character of the Harberton Parish;
- 2) Stimulate and guide appropriate sustainable development in the Parish, in line with existing planning regulations and guidance; and
- 3) Identify initiatives that the community may wish to take forward.

### **3. Outputs**

The Steering Group will be responsible for the work programme and for producing the Draft Plan for consideration by the Parish Council. In doing so it may establish "working groups" to undertake research and proposals for specific topics in the Neighbourhood Plan specifying the work to be done, the timescales for production and the appointment of working group members as needed to enable the production of the Plan

### **4. Membership and Governance**

#### **a) Membership**

Membership of the group will include Parish Councillors and volunteer members of the Parish.

Membership is limited to 21 people.

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

#### **b) Appointment of new Members**

Those wishing to become Members of the Steering Group must write to the Clerk to the Parish Council setting out their reasons for standing and any particular skill set they believe to be relevant.

The Clerk will put their application forward at the next available meeting of the Steering Group. Approval of an applicant will be by show of hands.

**c) Powers of co-option**

Additional volunteers may 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 as required to provide expert input on a particular topic.

Co-opted Members will have the same voting rights as if they were permanent members of the Steering Group. Their co-option will terminate by decision of the Steering Group.

**d) Appointment of Chair**

The Steering Group will elect a Chair to manage meetings of the Steering Group. The Chair will remain in post until the Committee elects a new Chair. If the Chair is unable to attend a meeting, those Steering Group members present, will elect a Chair for the purposes of that meeting.

**e) Voting**

Voting at meetings will be by a show of hands. A simple majority of those eligible to vote will pass any proposal. In the event of a tie the Chair will have a casting vote.

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) Declarations of interests**

Members will be asked to declare any personal and/or pecuniary interests in particular issues pertinent to matters under consideration or ownership/interest in land 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 their absolute discretion, challenge the member to declare the relevant interest. If the Chair remains dissatisfied, they may recommend to the Parish Council that the member be excluded from the Steering Group.

**g) 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 District Council.

**h) Resolution of disagreements**

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

## **5. Reporting and Feedback**

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

*Adopted in November 2014. Revision history: 12/05/15, 12/05/16, 12/12/17, 08/05/18, 14/05/19, 14/07/20, 04/04/21, 10/05/22, 16/05/23, 14/05/24 Revised by the Harberton Parish Neighbourhood Plan Steering Group on 17/12/24 and adopted by Full Council 11/02/25*

Minutes of Steering Group meetings and of workshops and consultations will be recorded and displayed on the Parish Council's website. Copies will also be kept available for public inspection by the Parish Clerk and the Chair and Secretary of the Steering Group.

## **6. 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.

## **7. 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.