

## **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 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:

- a) Articulate and celebrate the unique character of the Harberton Parish;
- b) Stimulate and guide appropriate sustainable development in the Parish, in line with existing planning regulations and guidance; and
- c) 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) Steering Group Membership**

Membership of the Steering Group will include Parish Councillors and volunteer members of the Parish.

Membership is limited to 7 people, preferably with a mix from both Harberton and Harbertonford wards.

Steering Group meetings should take place monthly, except in August. Members will be expected to attend on a regular basis. Members who fail to attend 2 consecutive meetings without notifying the Chair will be assumed to have resigned.

New members may be appointed from time to time by the Steering Group by a simple majority vote. The Steering Group may request that those wishing to become members set out their reasons for standing and any particular skill set they believe to be relevant, before a vote is taken.

**b) Working Group Membership**

The Steering Group may establish Working Groups, made up of volunteers from the community to aid them in any Neighbourhood Plan related work.

Each Working Group established should include at least one member of the Steering Group. Working Groups may meet informally in order to progress tasks delegated to them but should provide regular verbal and/or written reports to the Steering Group. Recommendations made by Working Groups and/or any delegated tasks that have reached completion, should be formally received and approved by the Steering Group. Those decisions should be recorded in Steering Group meeting minutes.

**c) 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.

**d) Making Decisions**

Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Working Group members who are not also Steering Group members may contribute to discussion but will not have a vote. 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.

To be eligible to vote, Steering Group members should meet one or more of the following criteria:

- Registered elector: Be registered to vote in the Neighbourhood Plan area
- Landowner/Tenant: Have occupied land or other premises in the Neighbourhood Plan area as an owner or tenant for the 12 months preceding nomination to the Steering Group
- Employed in the Neighbourhood Plan area: The member's principal or only place of work during those 12 months has been in the Neighbourhood Plan area;
- Reside in the area: have, during the whole of the preceding 12 months resided in the Neighbourhood Plan area;
- Pay Council Tax: have paid council tax in the Neighbourhood Plan area for the preceding 12 months.

**e) Declarations of interests**

Members of the Steering Group and of its Working Groups 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 either the Steering Group or any of its Working Groups 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 participating in Plan preparation.

**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 District 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.

**5) Reporting and Feedback**

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

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 (if different to the Clerk).

**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.