

MARLDON NEIGHBOURHOOD PLAN GROUP – TERMS OF REFERENCE (AMENDED)

Purpose of the Group
What is the main aim of the Group? <i>To deliver a completed Neighbourhood Plan which will “contribute neighbourhood development policy to the South Hams District Council Local Plan that will ensure that the people of Marldon live in the community of their choice in the year 2030”.</i>
Objectives of the Group
What is the Group hoping to achieve? The key output will be the completed Neighbourhood Plan. However, apart from the end product, a fundamental objective will be to get meaningful engagement from as diverse groups within the community as possible.
Membership and Governance
What are the main governance arrangements? As the Qualifying Body, the Parish Council will have ownership of the entire Neighbourhood Plan process although this will be hands-off as much as possible so that it is a community-led project. All significant decisions will either be taken or endorsed by the Parish Council. This includes financial expenditure, particularly regarding the expenditure of public funds.
Who are the members of the Group? Aside from the Parish Council itself, it is intended that there will be 2 levels of management and governance of the project: a. Steering Group. This will provide oversight of the project and give strategic direction to it. It is proposed that it will comprise about 8 individuals; 4 Parish Councillors and 4 members drawn from the wider community, such as existing local organisations and other non-affiliated individuals. It is proposed that the Group will be chaired by one of the Parish Councillors. There will be no delegated powers. This is the workhorse of the project and will coordinate and run the project. The Project Co-ordinator will sit on the Steering Group but will have no vote.
What arrangements are in place for bringing in replacement and/or additional members? The community will have a standing offer to get involved and contribute. Where contributions are particularly required or when new or additional members are required, the Parish newsletter, the village notice boards, website etc will be used to canvass for support. Word of mouth and local contacts are also a powerful tool for recruitment.

How will declaration of interests be managed?

The Code of Conduct used by the Parish Council will be adopted by the Steering Group. A declaration of interest will be particularly important in respect of any interest in land.

If voting is required, what voting arrangements are in place?

Decisions required to be taken by the Parish Council will, where necessary, be governed by the Parish Council's own procedures.

For the Steering Group, a simple majority decision will take forward any proposal to the Parish Council for ratification. The Chair of the Steering Group has a casting vote. The Steering Group will be quorate with the Chair and the Co-ordinator plus 2 members, giving 40% of the membership.

Which decisions will be referred to the Parish Council?

- a. The Steering Group will refer all matters to the Parish Council.
- b. Routinely, all expenditure of public funds will be approved by the Parish Council.
- c. All applications for public funds will be endorsed by the Parish Council and applied for by the Clerk/Responsible Financial Officer.
- d. Changes to these Terms of Reference, the timescales and project plan will be referred to the Parish Council.

What procedures are in place for dealing with conflict resolution?

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It is fully appreciated that unanimity on every aspect of the Plan will not happen. Where contentious issues arise, resolution will initially be sought through dialogue in open forum. Where satisfactory resolution is not successful, the Steering Group will attempt to resolve the matter, if needs be through the voting process outlined above. If this does not settle the matter, it will be referred to the Parish Council. Ultimately, if the matter is unresolved, there would be an 'options consultation' to let the wider community provide the decisive contribution. It is imperative that unresolved issues are determined prior to the Independent Examination so that consensus can be demonstrated.

Reporting and Feedback

How will the Group share information with the community?

Information will be shared with the community through public meetings, a bespoke email register, the parish council newsletter, public notices etc. In order to inform those who are not computer-literate, it is intended to set up a buddy/buddy system whereby those with email can pass information to non-email friends and neighbours.

How will minutes of meetings and feedback from events/consultations be recorded and made available?

Minutes will be taken for all Steering Group meetings, and the outcome of events and consultations will be formally recorded. These will be placed on public notice boards etc. Hard copies of all of these will be held by the Parish Council Clerk for public scrutiny as required.

Resources and Finance

How will the project be funded?

Applications will be made to Locality for both Grant-Funding and Direct Support. Other publicly-funded opportunities will be sought as and when they become available. Local organisations will also be approached to provide modest grant support.

Are any additional resources required?

Still to be determined

Monitoring and Review

How will the Plan be monitored?

a. Up until adoption of the Plan. There will be a project plan which will set out clear timelines and objectives. These will be continually monitored by the Co-Ordinator and the Parish Council.

b. After adoption of the Plan. At regular intervals, perhaps 5-yearly, the Parish Council will formally review the Plan for its continued relevance.

Formerly adopted at the Meeting of Marldon Parish Council on:

..... 12th AUGUST 2019

Signed:

The Chairman - Cllr. Steve Veasey

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