

Perranuthnoe Parish Neighbourhood Development Plan

Steering Group Terms of Reference

1. Purpose and Status

- a. Perranuthnoe Parish Council may draw on the support of a Steering Group and / or Working Groups to help facilitate the preparation of a Neighbourhood Development Plan for the Parish;
- b. Individuals who participate the Steering Group (or other Working Groups) do so on an entirely voluntary basis and if they are not Parish Councillors, they have no voting rights; the provisions in section 13 (3), (4)(e) or (4)(h) of the Local Government and Housing Act 1989 do not apply to these Groups;
- c. The core role of the Steering Group is to support the Parish Council in facilitating a broad consultative process for the formulation of a Neighbourhood Development Plan (NDP) and in ensuring that adequate research and assessment is undertaken to achieve a well informed and evidenced-based NDP;
- d. The Steering Group and / or Working Groups are not decision-making bodies. Decision-making on all statutory documents and processes at the Parish level will continue to be undertaken by the Parish Council;

2. Principles

- a. The NDP development process will be undertaken through a democratic, transparent and fair process, with equal consideration being given to opinions and ideas from all sectors of all communities within all areas of Perranuthnoe Parish;
- b. The NDP formulation process shall be fully evidenced based following Cornwall Council and national guidelines;
- c. The Steering Group will provide its support to the Parish Council in a positive, balanced and well-informed manner. It will be led by, and report back regularly to, the Council and should give due attention to the key issues outlined by the Council in its 2016 Perranuthnoe Neighbourhood Development Plan Position Statement;
- d. The Steering Group will work to ensure that the NDP reflects the collective objectives and priorities of Parish communities by actively promoting equality of access and opportunity to engage in the NDP process, and treating everyone with dignity, courtesy and respect, regardless of their age, gender or sexual orientation;

3. Roles and Responsibilities

The core objective of the Steering Group is to facilitate the production of a Neighbourhood Development Plan for the Parish of Perranuthnoe, through a broad consultation, research and assessment process, following national and county guidelines;

The Steering Group should:

- a. Support the NDP process in a structured and efficient manner, reporting back regularly to the Parish Council, and monitoring progress against a workplan;

- b. Ensure that the NDP process is undertaken in line with national and county requirements and guidelines;
- c. Produce and support implementation of a Consultation and Engagement Strategy, to enable the effective and active participation and engagement of Parish communities and stakeholder groups;
- d. Support the Parish in undertaking and commissioning research and analysis, gathering evidence from a wide range of sources, so that the conclusions reached in the NDP are fully evidenced based;
- e. Liaise with relevant authorities, statutory bodies and stakeholder organisations to seek their advice and input to the NDP;
- f. Support the Parish Council in identifying and engaging consultants where specialist input is required to inform the NDP, and in order to develop a strong evidence base;
- g. Actively contribute to preparation of the NDP, drawing together the results of the consultations and studies undertaken;
- h. Support the Parish Council in identifying sources of funding, submitting funding applications and preparing a budget for the NDP;

4. Participation

- a. The Steering Group will be made up of volunteers from Parish communities and the Parish Council. Those wishing to participate in the Group are not required to sign up to any official responsibilities, but must agree to abide by these TOR;
- b. The Parish should seek to encourage balanced participation by community members from across Parish communities and from different interest groups. A Lead Facilitator or Chairperson should be appointed to provide oversight and co-ordination;
- c. Participation in NDP related Groups does not come with any rights or privileges and engagement is entirely voluntary;
- d. Participation by individuals in the Steering Group or Working Groups should be solely for the purpose of supporting a positive and constructive NDP process, in line with these TOR; input by individuals should be impartial and unbiased. If the Parish Council becomes concerned that an individual is not providing input that aligns with these TOR, or is being disruptive to the process, they may ask that individual to cease to participate in the Group;
- e. The personal details of individuals participating in the NDP Steering Group or Working Groups will be protected under the UK's General Data Protection Regulation (GDPR);
- f. There will be no tolerance of bullying, aggression or intimidation of individuals participating in the Steering Group, Working Groups, or in any NDP processes and events;

5. Decision Making

- a. The NDP process remains the responsibility of the Parish Council as the qualifying body; they should approve all key documents prior to their release for consultation, and prior to their submission to Cornwall Council;

b. The NDP Steering Group and Working Groups function purely to support the Parish Council in its duties;

c. The Parish Council will approve all draft Neighbourhood Development Plan documents prior to publication for Regulation 14 consultation, and all final documents for submission to Cornwall Council for Regulation 16 consultation and subsequent independent examination;

6. Finance

a. All grants and funding will be applied for and held by the Parish Council, who will ring-fence the funds for NDP related work; all payments will be made by the Parish Council, following existing Parish Council procurement rules;

b. Individuals participating in NDP Groups may, on provision of valid receipts, claim back previously agreed expenditure, where this is incurred solely for NDP related work;

7. Communication

a. The Steering Group and / or Working Groups should maintain regular communication, suited to the needs of the NDP process;

b. The Parish Hall will be made available to NDP Groups at no cost. Physical meetings should be organised to suit the needs of the NDP process and should be held at least every quarter;

c. The results of consultation events should be recorded and the privacy of all those providing information respected, following the requirements of GDPR;

d. The Steering Group should provide a monthly update on progress at Parish Council meetings, highlighting key actions, outputs and recommendations;