

## **Ludgvan Neighbourhood Plan Steering Group**

### **Terms of Reference**

#### **1. Steering Group Objectives**

The objective of the Steering Group is to produce a robust Neighbourhood Plan for Ludgvan that defines the planning policy priorities identified by the community taking into account all representations made during the plan-making process and having regard to all relevant existing plans and evidence. The Plan will include or be supported by an appropriate delivery plan setting out, where relevant, the means by which these policy priorities may be implemented.

The steering group will meet monthly (or more frequently if required) to:

- Determine the overall scope and objectives of the plan
- Manage the process of preparing the plan and prepare and monitor a project plan and report to the Parish Council to ensure effective progress.
- Build and maintain links with the Local Planning Authority
- Liaise with neighbouring towns and parish councils in respect of their Neighbourhood Plans
- Keep under review the legislative requirements around Neighbourhood Planning to ensure the plan meets all requirements
- Make recommendations to the Parish Council on resourcing the plan.
- Make recommendations to the Parish Council on involving the wider community in the plan
- Periodically review these Terms of Reference and the membership of the Steering Group and make recommendations to the Parish Council in respect of any amendments
- Manage the gathering of evidence necessary to inform each of the issues within the scope of the plan
- Identify and assess options available in respect of each issue and prepare a draft plan for wider consideration.
- Produce minutes, reports and documents relating to the plan

The Steering Group will oversee the setting up of the thematic groups who will feed evidence back into the Steering group for consultation with the Stakeholders Community Group and the wider community.

The thematic groups will be:

Housing

Natural Environment

Roads, Traffic, Transport & Infrastructure

## **2. Membership of the Neighbourhood Planning Steering Group**

The steering group has the following membership and will be chaired by the elected chair of the Steering Group.

- 3 Members of Ludgvan Parish Council
- 9 Members of the public

Cornwall Council Planning Co-ordinator (Non-Voting)

Community Network Manager (Non-Voting)

Clerk to Ludgvan Parish Council (Non-Voting)

Co-opted Members as required

## **3. Meetings**

Steering Group meetings will take place monthly, normally to commence at 7.00pm on the first Tuesday in the month.

Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required each member shall have one vote. A minimum of five members shall be present where matters are presented for Neighbourhood Plan decisions to be taken. A simple majority will be required to support any motion. The Chairman shall have one casting vote.

## **4. Conduct and Interests**

The Steering Group Members will complete a register of interests and the opportunity to declare any interest will be included on every agenda.

In situations where interests and roles are in conflict they must be declared before the business is discussed and the steering group member should leave the room for that item.

## **5. Decision Making**

Ludgvan Parish Council is the qualifying body for the purposes of preparing the plan. The Steering Group has full delegated authority to manage the process of preparing the plan as set out in the objectives and within agreed budgets; up to and including the publication of the consultation draft plan. Regular reports will be made to the Parish Council to ensure effective progress. Ludgvan Parish Council will approve the draft Neighbourhood Plan prior to submission to the local planning authority.