

**PADSTOW TOWN COUNCIL  
NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP**

**Terms of Reference**

Purpose and Aims

- The main purpose of the Steering Group is to oversee the preparation of the Neighbourhood Development Plan for the civil Parish of Padstow in order that it will then progress to the independent Examination and a successful community referendum and ultimately be adopted by Cornwall Council to become planning policy
- In compiling the plan, to ensure that there has been consideration of the needs of all residents and businesses now and in the future through appropriate consultation and involvement
- The Steering Group will be established for a time-limited period

Objectives

- Manage and coordinate the production of a Neighbourhood Development Plan consistent with government and CC guidelines and taking into account relevant local plans, such as the Parish Plan
- Provide progress reports from time to time to full Council and seek approval to any recommendations (if required)
- Co-ordinate engagement with all of the community, as and when necessary
- Develop a project plan to include detailed timescales for approval by full Council

Decision Making

- Unless the Council decides it wishes to have a matter referred to them the Steering Group has delegated authority from the Council to deliver its plan making functions up to consultation of the Draft Plan
- The Steering Group, if it so wishes, can refer a matter to the Town Council for consideration/decision
- The plan-making process remains the responsibility of the Town Council as the qualifying body. All publications, consultation and communication engagement exercises will be undertaken by or on behalf of the Town Council with appropriate recognition of the Parish Council's position given in all communications associated with the project.
- Submission version of the plan to be approved by Full Council prior to submission.

Working Groups

- The Steering Group may establish working groups, made up of volunteers from the community to aid them in any Neighbourhood Plan related work
- Chairman of the Steering Group, or failing him/her another member of the Steering Group, to Chair the Working Group, to ensure joined up working with the Steering Group.

Finance

- A budget has been approved by full Council in taking forward a Neighbourhood Development Plan. The Group has authority to spend within the budget set, anything over this budget permission to be obtained by full Council.
- All grants and funding will be applied for and held by the Town Council who will ring-fence the funds for Neighbourhood Development work

### Membership

- Drawn from Padstow Town Council members (6 appointed)
- Cornwall Councillor (Councillor R Buscombe)

Also:-

- Any member of the community, from time-to-time, in progressing specific areas within the Neighbourhood Development Plan can be called to attend

### Meetings

- Meetings to be chaired by the Chairman, appointed by full Council
- Meetings to be held as necessary.
- Agendas to be circulated at least 3 clear days before the meeting but where possible more time will be given
- The Town Council will provide secretarial support for the Steering Group meetings. Minutes shall be made publically available on Padstow Town Council's website.
- Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required each Steering Group member as detailed above, will have one vote. Quorum to be 3, but must include at least one Padstow Town Councillor. A simple majority vote will be required to support any motion. The Chairman shall have one casting vote.
- All interests must be declared if being perceived as relevant to any recommendations put forward by the Steering Group, which will be recorded in minutes of the meetings. All members and any person on the Steering Group, from time to time, to follow the Code of Conduct adopted by Padstow Town Council.
- Any donations or assistance made by outside organisations and businesses to be declared and must not influence the plan
- The public can observe the meeting and speak at the Chairman's discretion
- All meetings to be held at Padstow Town Council offices. Dates of future meetings will be made publically available on the Padstow Town Council website.

### Working Group

- A Working Group is to be formed, meeting when it feels necessary, to enable specific tasks and pieces of work to be taken forward, reporting back to the Steering Group any issues for consideration on specific aspects of the plan.
- Steering Group to agree Working Group membership which is to be drawn from the community and drawing on individuals' relevant expertise.
- The Terms of reference of the Working Group are to assist the Chairman in carrying out the work/projects determined by the Steering Group.
- Members of the Working Group are to comply with the Council's Code of Conduct.
- The Chairman, or failing him another member of the Steering Group, is to lead the Working Group, to ensure joined up working with the Steering Group.