

Mylor Neighbourhood Development Plan (Mylor NDP)

Steering Group Terms of Reference

1. Purpose

- The purpose of the Mylor NDP Steering Group is to oversee the preparation of the Mylor NDP until the Final Submission Draft is ready to progress to independent examination and a successful community referendum, and ultimately adopted by Cornwall Council to become planning policy.
- The Steering Group will engage with the local community to ensure that the Plan is truly representative of the aspirations and planning policies of Mylor Parish. The Group will maximise support for the approach taken in the Mylor NDP by ensuring high levels of community engagement throughout the plan-making process.

2. Principles

- The Steering Group will conduct all business in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community.

3. Roles and Responsibilities

The Steering Group will undertake the following functions:

- Be accountable to Mylor Parish Council for providing strategic management of the processes to develop the Mylor NDP up to the final Submission Draft version;
- Produce, monitor and update a project timetable;
- Produce a consultation and engagement strategy, showing how the public will be involved throughout the process, and how analysis and evidence gathering will support production of the plan.
- Regularly report progress on development of the Mylor NDP to the Parish Council.
- Actively support and promote the Mylor NDP in the community throughout the duration of the project;
- Identify and secure appropriate sources of funding;
- Liaise with relevant authorities and organisations to make the plan as effective as possible.
- Consult as widely and thoroughly as possible, and gather data and evidence from a wide range of sources, to ensure that the conclusions reached in the draft and final NDP are fully representative of the views of Mylor Parish residents.
- Agree, subject to ratification by the Parish Council, a final Submission Draft version of the Mylor NDP.

4. Membership

- a. The Steering Group will be made up of a cross-section of volunteers from the community, including Parish Councillors. Effort will be made to seek a balanced geographical, demographic and gender representation from the community, including, where possible, under-represented groups.
- b. Membership of the Steering Group will be open to the public indefinitely, up to a maximum of 10 members (including Councillors).

5. Decision Making

- a. The Steering Group has full delegated authority from the Parish Council to undertake its functions. The Group will report progress on its work monthly to the Parish Council, normally via the Steering Group Parish Council member.
- b. The Steering Group will elect a Chair, Deputy Chair, Project Manager, Treasurer and Secretary from its membership to remain in those positions until the project is completed. If these positions should become vacant, the Group will elect an alternate, co-opting additional members as necessary.
- c. 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 the Chairman or Deputy Chairman and 4 other members shall be present where matters are presented for decisions to be taken. A simple majority vote will be required to support any motion. The Chairman shall have one casting vote.
- d. All decisions made shall be fully evidenced and supported through consultation with the local community.
- e. The plan-making process remains the responsibility of the Parish Council as the qualifying body. All publications, consultation and community engagement exercises will be undertaken by or on behalf of the Parish Council with appropriate recognition of the Parish Council's position given in all communications associated with the project.
- f. The Parish Council will approve the Final Submission Draft Mylor NDP prior to publication for consultation and independent examination.

6. Meetings

Formal Steering Group meetings will take place once every two months, open to the public to observe. These meetings should be held within the Parish. The dates of future meetings will be made publicly available via the Mylor Parish Council website. The Secretary shall keep a record of decisions and actions at these formal meetings, and circulate summary notes to

Steering Group members and the Parish Council in a timely fashion. Summary notes of these formal meetings shall be made publicly available on the Parish Council website.

7. Working Groups

- a. The Steering Group may establish working groups, made up of volunteers from the community to aid them in any Mylor NDP related work.
- b. Each working group shall have oversight by a lead person from the Steering Group. All working Group activity will be appropriately documented for the data and evidence base.
- c. Members of the community will be encouraged to participate in the process at all stages.

8. Finance

- a. All grants and funding will be applied for by the Parish Council, who will ring-fence the funds for Mylor NDP work.
- b. The Steering Group will establish a separate account with delegated powers to manage all funds for Mylor NDP work.
- c. The Steering Group Treasurer will manage and account for the payment of claims for small items and reimbursement of expenses up to an authorized value. Above this value, the Treasurer will advise the Parish Council of any significant planned expenditure before it is incurred, for example the cost of a major consultation exercise with all residents.
- d. Steering Group members and volunteers from any working groups may claim back any previously agreed expenditure incurred during any Neighbourhood Plan related work.

9. Conduct

- a. It is expected that all Steering Group members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.
- b. Members as individuals, and the Steering Group as a whole are accountable to the wider community for ensuring that the Plan reflects their collective expectations.
- c. The Steering Group will achieve this through applying the following principles:
 - i. Be clear and open when their individual roles or interests are in conflict;
 - ii. Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief;
 - iii. Actively promote equality of access and opportunity.

10. Changes to the Terms of Reference

This constitution may be amended with the support of at least two-thirds of the current membership at a Steering Group Meeting and with the subsequent approval of the Mylor Parish Council.

11. Dissolution

- a. The Steering Group will be dissolved once it has achieved its purpose and the Parish Council considers its services are no longer required.
- b. The Steering Group will then dispose of any remaining funds held in accordance with any conditions imposed by the grant funders and in the best interests of Mylor Parish.