

Botus Fleming Parish Neighbourhood Plan Steering Committee
Terms of Reference

1. Purpose of the Steering Committee

- a. Botus Fleming Parish Council is the qualifying body for the preparation of a Neighbourhood Plan for their civil parish area. The Parish Council has invited the Neighbourhood Plan Steering Committee to facilitate the creation of the plan.
- b. The Steering Committee will oversee the preparation of the Neighbourhood Plan for Botus Fleming Parish up to the, "Preferred Option Consultation Draft" stage, in readiness for it to be submitted for Independent Examination and successful referendum, so that it may be adopted by Cornwall Council to become planning policy.
- c. The Steering Committee will:
 - provide a locally accountable and representative lead for creating the Neighbourhood Plan;
 - agree the initial scope of the Plan prior to early public engagement;
 - confirm, subject to consultation with the Parish Council, the scope of the Plan
 - agree, monitor, and update a project timetable and endeavour to secure compliance;
 - agree a project communication, consultation and engagement strategy;
 - agree a project budget and seek confirmation from The Parish Council;
 - actively support and promote the preparation of the Plan throughout the process;
 - liaise with relevant authorities and organisations to make the plan as effective as possible
 - gather data from a wide range of sources to ensure that conclusions reached are fully evidenced and that the aspirations and issues of residents are understood;
 - consult as widely as possible to ensure the draft Plan is representative of the views of residents
 - undertake analysis and evidence gathering to support the Plan process;
 - identify sources of funding
 - approve all background and evidence based reports prior to publication;
 - agree all consultation documents prior to publication;
 - agree a final submission version of the Botus Fleming Parish Neighbourhood Plan, for ratification by the Parish Council;
 - ensure all activities comply with the Data Protection Act, including the storing of confidential information.
- d. The Plan-making process remains the responsibility of the Parish Council, as the qualifying body. All publications, consultation and community engagement will be undertaken on behalf of the Parish Council, with appropriate recognition of the Parish Council's position given in all communications associated with the project.

2. Steering Committee Objective

The objective of the Steering Committee is to produce a sound Neighbourhood Plan for Botus Fleming Parish that defines the spatial 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.

3. Steering Committee Membership

- a. The Steering Committee will comprise two Parish Councillors, plus at least 7 volunteer co-opted members of the Parish.
- b. The Committee will appoint from within its membership, a Chairman (or Co Chairmen) and other team leaders as it deems appropriate to operate effectively.
- c. Efforts will be made to represent all sectors of the Parish community.
- d. Membership of the Steering Committee will remain open to the public up to a maximum of 20 members
- e. The Committee may appoint Work Groups to perform designated projects or other pieces of work. Such Work Groups will comprise members of the Committee or other co-opted members of the Parish.
- f. The Steering Committee will remain active until the Plan is adopted by Cornwall Council.

4. Reporting and Communication

- a. The Steering Committee chairman will report regularly to the Parish Council setting out progress on its work.
- b. The planning process will be actively supported by the Parish Council as Local Authority and Qualifying Body. The Parish Council will approve the Submission Draft Neighbourhood Plan prior to publication for consultation and independent examination.
- c. All communications, publications, consultation and community engagement exercises will be endorsed directly by the Steering Committee.

5. Meetings

- a. Steering Committee meetings will take place regularly, by agreement. All meetings should whenever possible take place in Parish. The Parish Council will arrange appropriate venues for the meetings if required.
- b. The Steering Committee will elect a chair (or Co Chairs) and other team leaders as it sees fit.
- c. Decisions made by the Steering Committee should normally be by consensus at Steering Committee meetings. Where a vote is required each member shall have one vote. A quorum of five members shall be present where matters are presented for decisions to be taken. A simple majority will be required to support any motion. The Chair or Co Chair shall have one casting vote.
- d. Steering Committee members shall declare Interests at meetings where appropriate.

6. Support and Finance

- a. The Parish Council will provide practical support, including secretarial services, as required by the Steering Committee.
- b. All grants and funding will be applied for and held by the Parish Council, who will ring-fence the funds for Neighbourhood Plan work.
- c. The Steering Committee will notify the Parish Council, advising them of any planned expenditure before it is incurred.
- d. Steering Committee members and volunteers from any working groups may claim back any previously agreed expenditure incurred during any Neighbourhood Plan related work.
- e. The Parish council will give reasonable consideration to providing appropriate finance (within its means) where no grants or external funding exists, or alternatively by way of loans where grant or external funding is pending, so as not to impede progress of the plan.

7. Conduct

- a. The Steering Committee will follow the principles and practice of the Parish Code of Conduct, including declarations of interest.
- b. The Steering Committee as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations. The Steering Committee will achieve this through applying the following principles:
 - Be clear and open when individual roles or interests are in conflict;

- Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, ability, or religion and belief; and
- Actively promote equality of access and opportunity