

# **Ringmore Neighbourhood Plan Steering Group**

## **Terms of Reference**

Ringmore Parish Council decided at its meeting in April 2017 to combine with the Ringmore Residents Association to oversee the development of a Neighbourhood Plan for the parish. It has been decided to form a small Steering Group drawn from the Parish Council, together with residents of Ringmore Village, Challaborough, Marwell and South Langston.

### **Purpose of the Group:-**

To co-ordinate the preparation of a 'Neighbourhood Development Plan' for the whole parish of Ringmore in consultation with all the parish community.

### **Objective:-**

To facilitate the production of a viable Neighbourhood Plan for the parish and ensure that Ringmore Parish continues to develop in this Area of Outstanding Natural Beauty.

The plan will encompass the opinions and views of all members of the parish community through public meetings, exhibitions, workshops, surveys and regular contact via the Parish Newsletter, Parish Council and the Ringmore Residents Association.

### **Membership and Governance:-**

It is foreseen that there will be a core steering group plus a wider working group and that the constitution of these groups will change as the development of the plan progresses and the skills required and the input needs change.

The core group will be made up of members of the Parish Council, together with` residents of the Parish who express a strong interest in joining the core group. Other interested residents with specialist skills or geographic location may also be asked to become members.

The wider working group will comprise those parishioners who express an interest in assisting with the preparation of the Plan and prefer to work on specific projects in the development of the plan rather than overseeing the steering process.

Additional members will be co-opted from time to time to provide specific skills and experience as and when required.

## **Declarations of Interest:-**

Will be in accordance with Ringmore Parish Council standing orders. However anyone declaring an interest should absent themselves from that part of the meeting and if this is repetitive and of significance should make way for another representative to take their place on the Steering Group.

## **Voting:-**

Every effort must be made to reach a consensus view before going forward, however in the event of an absolute impasse then the Steering Group would take a vote.

Such a vote may be taken with a simple show of hands or if any committee member so desires it, there shall be a secret ballot.

## **Decisions referred to the Parish Council**

The Parish Council will be asked to confirm and agree the work programme for the preparation of the plan; agree any interim proposals put forward for consultation with the public; agree the draft plan prior to community consultation and the final plan prior to submission to South hams District Council

## **Report and Feedback:-**

There shall be a monthly report to the Parish Council and a monthly update in the Ringmore Newsletter and on the Parish website. The Residents Association will also be used as a communication corridor via their membership database.

## **Finance:-**

Costs may for example be incurred for the hiring of venues for meetings, the preparation and circulation of printed materials and through the hiring of an independent body to assist with the development analysis of questionnaire data.

The steering group will draw on the expertise and knowledge of appropriate staff at the District and County Councils and call on them for the relevant data they hold.

All monies will be accounted for by the steering group and held by Ringmore Parish Council. Any payments will be made via normal Parish Council procedures.

The Steering Group will apply for grant funding where applicable and further funding will be in accordance with Parish Council policy. If necessary the Steering Group will undertake any further fund raising.

## **Monitoring and Review:-**

The preparation of the plan will be monitored by the Parish Council from the monthly reports of the steering committee. Ongoing review of the plan development and implementation will be set out in the plan. Amendments may be made to the plan as needs evolve and the review process identifies new requirements.