# Neighbourhood Plan Working Party Terms Of Reference

**Purpose**

a. The main purpose of the St Dennis Neighbourhood Plan Working Party is to oversee the preparation of the Neighbourhood Plan for St Dennis. With the intention that the draft document will then lead to Independent Examination and a successful community referendum and ultimately be adopted by Cornwall Council to become planning policy.

b. The Working Party will engage the local community to ensure that the Plan is truly representative of the ambitions of St Dennis. The Group will maximise support for the approach taken in the Neighbourhood Plan by ensuring high levels of community engagement throughout the plan-making process.

**Principles**

a. That the Working Party will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community.

b. All decisions made shall be fully evidenced and supported through consultation with the local community.

**Roles and Responsibilities**

In order to achieve this, the Working Party will carry out the following roles.

- Be accountable for steering and providing strategic management of the Neighbourhood Plan for St Dennis
- Produce, monitor and update a project timetable.
- Produce a consultation and engagement strategy, showing how the public will be involved throughout the process;
- Regularly report back to the Parish Council for approval endorsement of decisions taken;
- To undertake analysis and evidence gathering to support the plan production process;
- Actively support and promote the preparation of the St Dennis Neighbourhood Development Plan throughout the duration of the project;
- Identify sources of funding;
- 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 the conclusions reached are fully evidenced and that the aspirations and issues of all residents are understood
- Consult as widely and thoroughly as is possible to ensure that the draft and final NDP is representative of the views of residents
- Agree, subject to ratification by the Parish Council, a final submission version of the St Dennis Neighbourhood Development Plan;

**Membership**

The Working Party will be made up of Parish Councillors. The community will be consulted throughout the process.

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**Decision Making**

a. The Working Party has full delegated authority from the Parish Council to deliver its plan making functions. The Group will report monthly to the Parish Council setting out progress on its work. The Parish Council will formally approve the Draft Polices prior to the Draft Neighbourhood Plan being created and will approve the Submission Draft Neighbourhood Plan prior to publication for consultation and independent examination.

b. 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.

**Meetings**

a. Working Party meetings will take place as and when required.

b. The Parish Council will supply a Project Officer dedicated to the Neighbourhood Plan for a duration of 20 hours per month. Additional hours may be requested by the Working Party and will be subject to authorisation by the Parish Council. The Parish Clerk (or delegated Officer) will attend meetings as the Council's Proper Officer.

c. The Project Officer shall keep a record of meetings and circulate minutes to the Working Party and the Parish Council in a timely fashion. Minutes shall be made publicly available on the Neighbourhood Plan page on the Parish Council website.

d. At least 3 clear days (not including weekends or bank holidays) notice of meetings shall be sent to members via email or delivered to their home address. Agendas will be posted on notice boards and the Parish Council website.

e. Decisions made by the Working Party will be put forward to the next appropriate Full Council Meeting for approval. A minimum of 3 (three) Parish Councillors shall be present where a formal vote is required. A simple majority vote or consensus will be required to support any motion. The Chair shall have one casting vote.

f. Where possible, all meetings should be held within the Parish. The dates of future meetings will be made publicly available via the Parish Council website.

g. Members of the community will be encouraged to participate in the process at all stages.

**Finance**

a. All grants and funding will be applied for and held by the Parish Council, who will ring-fence the funds for Neighbourhood Development Plan work.

b. The Council will set an agreed budget for the Plan. The Working Party will notify the Parish Council advising them of any planned expenditure before it is incurred. The Parish Council will authorise in advance significant expenditure such as Planning Consultants, and consultations, in accordance with the Council's Scheme of Delegation.

c. Working Party members and volunteers from any working groups may claim back any previously agreed expenditure incurred during any Neighbourhood Plan related work.

**Conduct**

a. It is expected that all Working Party members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.

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b. Whilst Members as individuals will be accountable to their parent organisations, the Working Party as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.

c. The Working Party 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; and

iii. Actively promote equality of access and opportunity.

**Changes to the Terms of Reference**

a. This Terms of Reference may be amended with the support of at least (two-thirds) of the current membership of the Working Party and with the approval of the parish council.

**Dissolution**

a. The Working Party will be dissolved once its objectives have been attained and/or when at least (two- thirds) of its members and the parish or town council, consider its services are no longer required.

b. The Working Party will then dispose of any remaining funds held in accordance with any conditions imposed by the grant funders and in the best interests of St Dennis Parish.

Adopted by St Dennis Parish Council on the 5th October 2022

Min Ref: 166/21.

Reviewed by St Dennis Parish Council on the 7th May 2024

Minute Ref: 37/24

Reviewed by St Dennis Parish Council on the 13th May 2025

Minute Ref: 36/25