



Kingston Neighbourhood Planning Group

Terms of Reference

The Parish Council proposes to prepare a Neighbourhood Development Plan for the whole of the Parish of Kingston and has established a Neighbourhood Planning Task Group, (the Group), to take this project forward.

Purpose of the Group

The purpose of the Group is to oversee the preparation of a Neighbourhood Development Plan, which will set out the policies and proposals of the Parish for its future development. The task will include consultation with the community and other interested parties through public meetings, workshops, surveys (including questionnaires) and regular contact through the parish website, newsletter and social media. Ultimately it is intended that the Plan will be agreed by the parish electorate, the Parish Council and South Hams District Council.

Membership and Governance

There will be a core group and a wider group. It is recognised that the groups may change over time as new people become interested and can offer various skills.

The Core Group will include representatives from the Parish Council who will provide a vital link reporting to the Parish Council on progress and resolving any issues of potential conflict. The rest of the Core Group will include residents of the Parish, who expressed a strong interest in joining the Core Group at the outset and those who bring useful skills and knowledge to the development process. Members of the core Group will lead consultations with the community at large and individual members may take the lead on particular projects and/or policies.

The wider group membership will be those parishioners who indicated an interest in assisting in the preparation of the Neighbourhood Development Plan in the initial stages, but who do not want to be part of the Core Group – but can assist at various stages. Members of this group may join sub groups for focusing on particular policy areas when these begin to emerge. There will also be co-opted stakeholders with a role to play in the future implementation of the plan at different times during the development and life span of the plan. This might include land owners, local developers and architects, for example.

What are the roles and responsibilities of individual Members of the Core Group?

Roles of members of the Neighbourhood Planning Group will be defined and agreed within the group. However these will include: a chairman, a treasurer and someone to oversee the consultation process, including use of social media where appropriate. Other responsibilities will emerge over time as the plan progresses and working parties are set up.

What arrangements are in place for bringing in replacement and/or additional Members?

Additional members will be co-opted to replace any members who are unable to continue their involvement and to strengthen the group in respect of particular issues or opportunities identified in the course of the plan preparation.

How will declaration of interests be managed?

Members of both the core and wider group will be asked to declare any pecuniary interests in particular issues or land as appropriate as a condition of their participation in the plan preparation.

If voting is required, what voting arrangements are in place?

Voting, if appropriate, will be by show of hands with the Chairman having a casting vote as per the Standing Orders of the Parish Council.

Which decisions will be 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, the draft plan prior to community consultation and agree the final draft prior to submission to South Hams District Council.

Reporting and Feedback**How will the Group share information with the community?****How will minutes of meetings and feedback from events/consultations be recorded and made available?**

Information will be shared with the community through public consultation meetings, the parish website, social media and through the free monthly parish newsletter, which is delivered to all homes in the parish. Minutes of Group meetings and of workshops and consultations will be recorded and displayed on the Parish notice board. Copies will also be kept available for public inspection by the Parish Clerk and the Chairman and Secretary of the Group.

Resources and Finance**Are any additional resources required?**

Project costs are likely to arise primarily for hiring venues for public meetings and workshops, and for the preparation and circulation of printed materials, including questionnaires. Costs may be incurred through the hiring of an independent body to assist with the development and analysis of the questionnaire. The District Council can also assist with a free on line survey tool and a free housing needs survey (apart from postage). The Steering Group will draw on the expertise and knowledge of appropriate officers at South Hams District Council and Devon County Council, and use relevant information held by those councils. Additional financial assistance may be required for the printing and distribution of draft plans and the final plan. It is assumed that the District Council will meet the costs of the independent review of the plan and the community referendum before formal adoption.

Monitoring and review**How will the plan be monitored?**

The preparation of the plan will be regularly monitored by the Parish Council through monthly reports from the Group. Ongoing arrangements for the review and monitoring of progress on the plan's implementation after adoption will be set out in the plan. Adjustments may be made during the life time of the plan as a result of the review process.

Agreed Kingston Parish Council Sept. 15th 2016