

## **A Neighbourhood Development Plan for Polperro and Lansallos Parish:**

### **The Constitution of the Steering Group**

At its July 2015 meeting the Polperro Community Council (PCC) agreed to support the development of a Neighbourhood Development Plan under the terms of The Neighbourhood Planning (General) Regulations 2012, to cover Polperro and the whole of the parish of Lansallos. Drafting and submitting the plan will be carried out by a Steering Group within the framework of the following constitution.

#### **Name**

This body will be known as the Polperro and Lansallos Parish Neighbourhood Development Plan Steering Group, here referred to as 'the Steering Group'.

#### **Objectives and principles**

The objective of the Steering Group is to produce a Neighbourhood Development Plan (NDP) for Lansallos Parish that reflects the needs and aspirations of the local community and that will help improve the social, environmental and economic well-being of the area and those residing within it on a sustainable basis.

The NDP will be based on local consultations and will be drafted within the overall framework of county-wide and national planning objectives, regulations and guidelines.

The NDP will be designed both to provide the community with greater influence over the direction of future development, and to identify and seek ways to facilitate developments that are agreed to be in the long term interest of the community.

The Steering Group will conduct its activities on the basis of equality of opportunity for all residents within the Polperro and Lansallos community regardless of any of the nine protected characteristics recognised under the law, or the duration of their residence in the local area.

#### **Activities and powers of the Steering Group**

An indicative programme of activities and events will be set out in two documents that will serve as annexes to this constitution: (1) a strategy for engaging and communicating with the local community; and (2) a project plan with a time line. Both documents will be subject to review and may be adjusted from time to time following a majority vote of the Steering Group.

##### **Activities**

As part of the project plan the Steering Group may undertake any activity deemed necessary to achieve its objectives, while always acting in an open and transparent manner. Activities may include but are not necessarily limited to the following:

- Arranging and co-ordinating effective engagement with local residents on all matters relating to the NDP
- Drawing up an overall vision and a set of specific policies that reflect the needs, priorities and aspirations of the community of Polperro and Lansallos parish
- Collecting, analysing and making effective use of statistical and other information

- concerning the local community
- Providing regular progress reports on the Steering Group's activities at the normal monthly meetings of the PCC
- Communicating findings, ideas and proposals for the NDP for the consideration of the PCC and the wider community
- Identifying and accessing sources of support and funding for preparing the NDP
- Identifying areas or specific sites that are suitable to accommodate any development considered necessary for the community
- Ensuring that the traditional rural village environment and conservation area, and the Area of Outstanding Natural Beauty (AONB), are protected
- Identifying possible investment projects and sources of capital to implement those projects for the benefit of the community
- Drafting preliminary and final versions of the NDP and undertaking all the steps necessary for its adoption.

### **Powers**

The Steering Group may:

- apply directly or through the PCC for such funding or grants as may be available to achieve its objectives
- co-ordinate with the PCC to make use of and account for the funds that it uses
- engage with the local community and organisations by arranging public meetings and events and by participating in events arranged by other organisations
- establish and manage the Polperro and Lansallos NDP website (the Website) and email distribution list with the primary purpose of informing the local community about events and progress in relation to the preparation of the NDP
- work with groups of a similar nature in other areas, and groups with an educational interest in community-level planning, to exchange information, advice and knowledge, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations
- appoint working parties, which may include people who are not members of the Steering Group, to focus on and make recommendations regarding specific issues relevant to the overall objective
- appoint additional or replacement members to the Steering Group
- recruit additional volunteers or paid specialists as may be considered necessary to meet the Steering Group's objectives
- publicise and promote the objectives and the progress of the Steering Group using all appropriate means as agreed by the Steering Group.

### **Membership and officers of the Steering Group**

The Steering Group will consist of up to fifteen local residents, based on their personal expressions of interest and commitment.

The Steering Group will include five officers who will be appointed by a majority vote of the Steering Group members: Chairperson, Vice-Chairperson, Secretary, Finance Officer and Communications Officer. Officers will undertake general duties in close cooperation with each other and with other Steering Group members as required and as agreed from time to time, together with specific duties which will include the following:

- The **Chairperson** will have overall responsibility for ensuring that the project plan is prepared and implemented in a timely fashion and that steady progress is made towards the Steering Group's overall objective. Together with the other officers, the Chairperson will prepare an agenda for each meeting of the Steering Group and chair the meetings.
- The **Vice-Chairperson** will share the duties of the Chairperson and act in place of the Chairperson as necessary and as agreed with the Chairperson.
- The **Secretary** will assist in preparing the agenda for each meeting of the Steering Group, take minutes of proceedings at the meetings and prepare the minutes for circulation and approval. The Secretary will also maintain records of the membership of the Steering Group and contact details for individuals and organisations within and outside the local community that are relevant to the Steering Group's activities.
- The **Finance Officer** will be responsible for all financial matters related to the activities of the Steering Group including identifying, applying for and administering payments from funds required for the operations of the Steering Group. The Finance Officer will work closely with the Clerk of the PCC.
- The **Communications Officer** will set up, maintain and update a website specifically for the Polperro and Lansallos NDP and an email distribution list of local residents and organisations; produce or arrange the production of posters, flyers and articles for the local press in support of the Steering Group's activities; oversee all official communications with representatives of the press and other media, and ensure that local residents and organisations are regularly informed about the Steering Group's activities.

A member may cease to be an officer or a member of the Steering Group by notifying the Chairperson or Secretary in writing of their wish to resign as an officer or as a member, or by not attending four successive monthly meetings of the Steering Group without submitting a note of apology.

The Secretary will maintain and periodically update lists of Steering Group members and officers and inform the PCC when changes occur.

The Steering Group will include at least one member of the PCC, if necessary by the co-option of a Councillor into the Steering Group.

## **Finance**

The Steering Group will work with the PCC to identify, apply for and manage any funds that are necessary to prepare and submit the NDP. All funds will be held by the PCC and made available to the Steering Group as may be requested from time to time, through a transparent procedure consistent with the PCC's working methods. The Steering Group's Finance Officer will be responsible for working with the Clerk of the PCC on financial matters.

## **Meetings**

Steering Group meetings will be held once each month, normally following a regular schedule to be decided at the first meeting of the Steering Group. The Chairperson or Vice-Chairperson may occasionally and temporarily adjust the schedule or call additional meetings as necessary.

The minimum number of Steering Group members required to vote on decisions at a Steering Group meeting will be five, including either the Chairperson or Vice-Chairperson. In the event of a tied vote in any Steering Group meeting, the chairperson for that meeting will have a casting vote.

Formal minutes shall be kept of each meeting following a standard format, and reviewed and approved at the following meeting. The Secretary will record and circulate the minutes and have them posted on the Website.

All meetings will be announced and the agenda circulated among Steering Group members three days in advance of the meeting.

### **Changes to this constitution**

This constitution may be amended at a meeting of the Steering Group, with the support of at least two-thirds of the current Steering Group membership.

### **Dissolution of the Steering Group**

The Steering Group will be dissolved once its objectives have been attained and/or when at least two-thirds of its members and the PCC consider its services are no longer required. The PCC will then dispose of any remaining funds held for the use of the Steering Group in accordance with any conditions imposed by the sources of the funds and in the best interests of Lansallos Parish.

17 September 2015

Amended 30 August 2017