Landulph Neighbourhood Priority Statement

Landulph Parish Council
Making Things Better

Landulph Neighbourhood Priorities Statement Working Group – Terms of Reference

1 Purpose and role

The role of the Neighbourhood Priorities Statement Working Group is to help Landulph Parish Council create a draft neighbourhood priorities statement for our area. This will help us to address local issues and achieve our ambitions.

The process will promote:

Fairness – To have a reasonable opportunity to provide evidence and make comments.

Ambition – To implement ambitious planning policies into the Local Plan to meet the needs of Cornwall.

Inclusion – Including a variety of people and groups. Offering everyone who lives and works in Cornwall opportunities to fully take part in preparing for planning policies.

Respect – For new ideas and creativity.

2 Membership

a) Chair: Jon Jones

b) Deputy Chair: Not agreed, a person will step in if Chair id unavailable.

c) Nominated Secretary: Karen Yorke-Dunne, clerk to parish council

d) Members – the Group must contain two Parish Council representatives:

- Jon Jones
- Valerie Taplin
- Amanda Olliver
- Clive Percival
- Kim Percival
- Valerie (Val) Clark
- Moreton McCloud
- James Jermain
- Phillida Jermain
- David Ford
- Cllr Gaye Braund
- Cllr Clare Tagg
- Cllr Martin Worth
- Cllr Libby Gawith/ representative of CYC
- Karen Yorke-Dunne

e) Quorum: The Neighbourhood Priorities Statement Working Group is quorate when at least half of the total number of members are present.

f) Terms of Office: Elections for the Chair and Deputy Chair will take place at the beginning of each administrative year and may be reappointed.

g) Deputies: If the Chair is unavailable then attempts will be made to reschedule the meeting. If this is not possible, then the Deputy Chair will be designated for that meeting. If this is not possible, then an appropriate deputy will be designated for that meeting. An elected Parish Council representative must always be present.

h) Meeting: Meetings are held approximately every month and may be held in Landulph Memorial Hall or by videoconference. Any changes to the Terms of Reference will need Parish approval.

i) Where appropriate, separate meetings will also take place with Officers from Cornwall Council in an advisory capacity. Non-members may be invited to take part in joining working groups and contribute to defining and achieving the strategic objectives.

3 Support and reporting responsibilities

a) The Neighbourhood Priorities Statement Working Group is supported by the nominated Secretary. The nominated Secretary will discuss and manage the agendas, brief meeting notes, actions and work programme in conjunction with the Chair and the Deputy Chair.

b) Papers for the Neighbourhood Priorities Statement Working Group with the approval of the Chair or the Deputy Chair must be provided to the nominated Secretary at least seven working days before the meeting.

c) An agenda and papers for each meeting will be circulated to all attendees five working days before the meeting.

d) Meeting notes will be sent to the Chair or Deputy Chair for approval ready for the next meeting and circulated to the Neighbourhood Priorities Statement Working Group and other attendees. They will be sent before the next meeting and will be a matter of public record.

e) Standing items:

- Apologies
- Meeting notes from the last meeting
- Matters and actions arising from the last meeting notes
- Any other business

4 Tasks/Activities

The Neighbourhood Priorities Statement Working Group will undertake the following tasks/activities:

a) Prepare a project planning process for producing the Neighbourhood Priorities Statement.

b) Publicise the process of preparing the Neighbourhood Priorities Statement to encourage community participation and the submission of views and ideas.

c) Organise meetings and gather views and consult on ideas.

d) Develop an evidence base about the needs and aspiration of the Parish.

e) Liaise with relevant businesses, organisations and landowners to get their input in the process.

f) Ensure that the views of the full range and diversity of interest groups are sought through the process, as far as this is possible.

g) Analyse the views, ideas and proposals received during the planning process and use them to prepare a draft neighbourhood priorities statement.

h) Keep the Parish Council fully informed of progress and where appropriate, present a report of progress and actions to be undertaken.

i) Agree content about the progress of the neighbourhood priorities statement to be made available to local residents on the parish website and Landulph.org.uk website.

5 Sub working groups

The Neighbourhood Priorities Statement Working Group may establish sub working groups to carry out tasks and activities specified by the Neighbourhood Priorities Statement Working Group.

The purpose of each sub working group is to assist the Neighbourhood Priorities Statement Working Group to help create the draft neighbourhood priorities statement for the community.

Each working group should:

- Have a person leading the working group.
- Tackle a specific issue or explore opportunities facing a specific group of people within the community.
- Set out its purpose eg to help young people (under 18 years of age) in the community to set out their issues, ideas and concerns and feed this into the consultation.
- Outline how it will gather information and carry out consultations.
- Set a timescale and the estimated costs of carrying out the consultation.
- Appoint one or two members to attend the regular neighbourhood priorities statement Working group meetings. They can be members of the neighbourhood priorities statement sub working group.

Each working group will be responsible for organising its own meetings and must provide a progress report to the neighbourhood priorities Working group.

Financial expenditure of over £50.00 must be approved by the Parish Council. Receipted expenses for reimbursement should be passed to the Parish Clerk on a monthly basis with the reason for the expenditure and must be approved by The Chair. A budget has been contributed by Landulph Parish Council of £300.00