



Terms of Reference

Teignmouth Neighbourhood Planning Steering Group

1. Background

- 1.1 The Teignmouth Neighbourhood Planning Steering Group has been formed by Teignmouth Town Council (the Town Council) to manage the process and prepare a Neighbourhood Plan for the civil parish of Teignmouth. While the Town Council is the 'responsible (qualifying) body' for the preparation of the Neighbourhood Plan, the plan is a document produced and owned by the community as a whole.

2. Responsibilities

- 2.1 The Steering Group is an advisory body and as such will make recommendations to the Town Council. The group will undertake the following, subject to the approval of the Town Council:
- Prepare and implement a programme for producing the Neighbourhood Plan;
 - Work with officers from Teignbridge District Council to ensure that the Plan conforms to national and local policies;
 - Ensure that members of the community and other relevant bodies are fully involved in the process through community consultation and that all relevant information is published on the Town Council website;
 - Obtain evidence required to support the policies to be developed for inclusion in the Neighbourhood Plan;
 - Prepare a Sustainability Appraisal and / or Strategic Environmental Assessment and /or Habitats Regulation Assessment if appropriate;

- Prepare a draft Neighbourhood Plan with any revisions following public consultation.
- 2.2 The Steering Group shall not incur expenditure without prior authority or approved delegation as appropriate from the Town Council.
- 2.3 The steering group has professional support from a consultant, appointed by the Town Council, whose role is to advise, support and guide the Neighbourhood Plan Steering Group (and Town Council) through the legal framework as set down by the Ministry of Housing, Communities and Local Government. The Town Clerk or a nominated representative will be the day-to-day contact for administrative matters.
- 2.4 The role of the consultant is to provide professional advice and support. The responsibility for tasks will be defined in a project plan. By accepting these Terms of Reference, the steering group understands that a proportion of the work during the neighbourhood plan's development will be done by members of the group (as well as the Town Council.) This is important, as the steering group and Town Council, as "qualifying body") must have "ownership" of the plan, of consultation and of the process on behalf of the community.

3. Membership

- 3.1 The Steering Group will consist of three members of the Town Council together with a number of co-opted members from the community.
- 3.2 A member of the Steering Group will act as co-ordinator for the process. They will act as the Chair of the Steering Group and coordinate the work of the various working groups.
- 3.3 Town Councillors must observe the Code of Conduct adopted by the Town Council when they are acting as members of the Steering Group.
- 3.4 Members of the Steering Group must be willing to work together for the benefit of their community. They must treat other members with respect and dignity and be prepared to consider views that are different from their own.
- 3.5 The list of members are as follows.
- June Green

- Cllr Sylvia Russell Teignmouth Town Council
- Cllr Jacqui Orme Teignmouth Town Council
- Representative from Teign Heritage
- Representative from the Teignmouth Traders
- Representative from TAAG and Pavilions
- Representatives from local community group
- Representative from local youth community groups
- Local resident with a Planning background.
- Chairman of the Teignmouth Town Centre Management Partnership.

3.6 The Steering Group has appointed the following members to the following roles;

Chairperson	Cllr Joan Atkins
Vice Chairperson	Clive Wetten
Secretary	Town Clerk or nominated representative
Finance / budget	Teignmouth Town Council
Communications	Clive Wetten, Vicky Bowers, Cllr J Orme, June Green
Project Planning	Mr Jamie Evans, Teign Heritage Centre

3.7 The Steering Group wants to encourage involvement by members of the community as necessary and so membership will be flexible, allowing additional members to be involved as numbers and practical management of the meetings permit.

3.8 The Steering Group may invite other individuals to join working groups or teams to undertake various tasks or projects forming part of the Neighbourhood Plan process. The working groups or teams will report to the Steering Group.

4. Meetings

4.1 The Steering Group will arrange its own meeting schedule: -

4.2 Full Steering Group meetings will be informal in nature.

4.3 The Steering Group may invite individuals or organisations to attend meetings to give advice on any relevant topic.

4.4 Where possible the Town Council Clerk or suitable nominated other representative will attend Steering Group meetings.

4.5 Notes and / or action points of meetings will be recorded and published on the Town Council's website.

5. Declarations of Interest

5.1 Steering Group members should declare an interest where decisions or recommendations could result in potential advantage or disadvantage, whether financial or otherwise, to them, their family, friends or close associates.

5.2 In the interests of transparency and probity, the Town Clerk will keep a record of declarations of interest which will also be made a public record on the Town Council's website.

6. Reviewing the Terms of Reference

6.1 The Town Council will be responsible for agreeing the terms of reference and any relevant amendments to them. The Terms of Reference may be reviewed during the process if necessary but no less after an election, to ensure that they remain fit for purpose.

Date