

Shaugh Prior Parish Neighbourhood Plan

The Steering Group Constitution

Introduction

The legal right for communities to prepare a Neighbourhood Plan is established under the Localism Act 2012. The Act introduces a new type of community-led plan known as a Neighbourhood Development Plan (referred to here as a Neighbourhood Plan) that will set out policies to direct development and the use of land in a parish or “neighbourhood area”

This Constitution provides the framework under which The Shaugh Prior Neighbourhood Plan will be prepared by a nominated Steering Group representing the authorities, bodies, organisations, resident and business interest groups and clubs within the defined Shaugh Prior Parish Area. The Shaugh Prior Neighbourhood Plan will be taken forward for approval and adoption by South Hams District Council as an integral part of the Local Plan.

Name and Area

1. The name of the group shall be “Shaugh Prior Neighbourhood Plan Steering Group”, henceforth referred to as “the Steering Group” in this document.
2. The Neighbourhood Plan will cover the area of the Parish of Shaugh Prior as delineated by black edging on the attached map.

Purpose, Aims and Objectives

3. The purpose of the Steering Group shall be to produce a Neighbourhood Plan for the Shaugh Prior Parish area.
4. The aim of the Neighbourhood Plan will be to define a Vision for Shaugh Prior Parish conforming with the strategic requirements of South Hams District Council and Dartmoor National Park Local Plan.
5. The Neighbourhood Plan will be produced with due consideration for the needs of all residents and businesses in the area, now and in the future.
6. The Neighbourhood Plan will seek to improve the social, economic and environmental well-being of the Shaugh Prior Parish and the quality of life of those residing within it.
7. The Steering Group shall achieve the following objectives in partnership with the Parish Council and South Hams District Council:
 - i. Manage and co-ordinate the production of a Neighbourhood Plan that is representative of local views and is aligned to achieving the agreed Vision for the Parish of Shaugh Prior.
 - ii. Co-ordinate effective engagement across the community on all aspects relating to the future vision and the production and

- adoption of the Neighbourhood Plan in accordance with an agreed Project Plan
- iii. Effectively communicate findings, ideas and approaches for the Neighbourhood Plan to the Parish Council and the wider community.
 - iv. Manage the decision-making process in an open, transparent and accessible way.
 - v. Promote growth through development programmes and initiatives that is suitable for Shaugh Prior Parish while maintaining the social, economic and environmental well-being and sustainability of the community.
 - vi. Produce appropriate timescales and delivery mechanisms for the Neighbourhood Plan.
 - vii. Produce a Neighbourhood Plan that is consistent with government and South Hams policies
 - viii. Take the Neighbourhood Plan to adoption by South Hams District Council through Independent Examination and Parish Referendum

Steering Group Membership

8. The Steering Group shall consist of no less than 5 individuals who live, work or have an interest in Shaugh Prior, no less than one individual representing the Parish Council.

9. The Steering Group shall elect its own officers in accordance with a clear structure to be publicly available and co-opt specialists as necessary.

10. The Steering Group shall determine and appoint various topic groups to operate on its behalf. Involvement in the groups shall be open to all people that live, operate a business, or hold a specific interest in the Shaugh Prior Parish area.

11. Members of the Steering Group will be expected to exercise balanced consideration for the needs of **all** aspects of the local community.

Exclusion from the Steering Group and Topic Groups

12. Members may be excluded from the Steering Group or Topic Group for conduct and behaviour that is disruptive and/or does not promote the aims and objectives of the Steering Group or Topic Group. Exclusion of members will be by a majority vote of the Steering Group.

Affiliations, Interests and Contributions

13. The Steering Group shall not be affiliated to any political party, but will, by invitation, welcome the involvement of ward councillors as community representatives.

14. All members of the Steering Group must declare any personal interest that may be perceived as being relevant to a decision of the group. This may include membership of an organisation, ownership of land or a business, or any other matter that may be considered to be relevant. Such declarations shall be recorded and be publicly available

15. Organisations and businesses may assist in the production of the Neighbourhood Plan and may contribute to the cost of producing it. Details of any donations or assistance must be made publicly available and must

not influence the recommendations of the plan.

Meetings

16. The Steering Group shall aim to meet at regular intervals or as may be required, until the draft plan has been completed, with a minimum of five clear working days' notice given prior to a meeting taking place. Agenda items should be agreed with the chairperson at least five clear working days and will be circulated at least three clear working days prior to the meeting.

17. A nominated individual shall maintain minutes of each meeting to be made reasonably available to the members of the Steering Group within seven days of the meeting and to members of the public within fourteen days of the meeting.

18. Any matters of disagreement at a meeting may be decided upon by majority of votes. A minimum of three voting members of The Steering Group will represent a quorum enabling the aims and objectives of the Group to be considered. Voting will be by way of a simple majority and the quorum excludes those without a vote or who abstain. Votes are only available for members of The Steering Group who have signed up to this constitution.

19. The Topic Groups shall meet as and when necessary for their topic area, and report to the Steering Group for agreement where required.

Amendments

20. Should any amendments be required to the constitution, this shall require a majority vote within the Steering Group.

Freedom of Information

21. In accordance with the Freedom of Information Act (2000), as an extension of a local authority (Shaugh Prior Parish Council), the Steering Group will make available to the public, minutes of meetings, policies and procedures, its organisation and structure and information on budget, expenditure and allowances.

Data Protection

22. In accordance with the Data Protection Act (1988), the Steering Group will assess whether the release of any personal information about individuals would be fair, or whether it is exempt from the requirements of the Freedom of Information requirements.