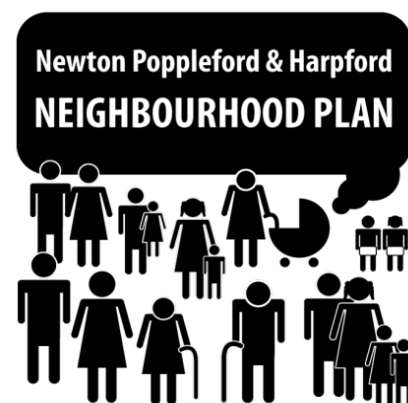


## Appendix 1

### Newton Poppleford and Harford Neighbourhood Plan Steering Group: Terms of Reference



#### **1. Purpose**

1.1 The main purpose of the Newton Poppleford and Harford Neighbourhood Plan Steering Group will be to oversee the preparation of a Neighbourhood Plan for the area that is acceptable to the community, as evidenced by a positive outcome at referendum.

1.2 The mission statement of the Steering Group is to “preserve and enhance the built, natural and historic environment of the local area and the distinctive character of Newton Poppleford & Harford whilst allowing for sustainable economic and social growth and development”.

1.3 The Steering Group will be community led, but will benefit from input from members of Newton Poppleford and Harford Parish Council, in acknowledgement of the role of the council as sponsors of the plan.

#### **2. Aims**

2.1 To facilitate discussion between relevant and interested groups to promote active community engagement in the creation of the Neighbourhood Plan.

2.2 To identify common themes of local concern and prioritise these issues for discussion and goal-setting.

2.3 To bring together appropriate local expertise and facilitate joint community working in developing the Neighbourhood Plan.

2.4 To ensure that community input and approval is sought at each stage of the plan’s creation to verify that the plan is developing in accordance with the community’s wishes.

#### **3. Membership**

Chairperson:

Emma Coppel

Parish Council representatives:

Cllr Hazel Jeffrey

Cllr Val Ranger (Secretary)

Cllr Matt Coppel (Vice Chair)

Cllr David Zirker (Vice Chair, Business Champion)

Cllr Anita Kemp

Cllr Makala Tillotson

Community members:

Lorna Dalton

Gill Cameron-Webb

Judy Cullip (Young People's Champion)  
Maureen Cook  
Haylor Lass

Plus any further key roles identified and appointed by the Steering Group during the course of the development of the Neighbourhood Plan.

#### **4. Scope**

4.1 The geographical area to be covered by the Neighbourhood Plan coincides with the parish boundary, i.e. it includes Southerton, Venn Ottery and Northmostown in addition to the villages of Newton Poppleford and Harford.

4.2 The Steering Group will consider the views of the local population and propose strategies to achieve the stated aims of the public, but may not incorporate policies that contravene other local or national policies, e.g. the emerging East Devon Local Plan or the National Planning Policy Framework.

#### **5. Roles and Responsibilities**

5.1 To be responsible for the strategic management of the Neighbourhood Plan, whilst remaining accessible to the public.

5.2 To commission specific areas of evidence and analysis as required.

5.3 To agree a position on specific issues of local concern to lead to an agreed policy approach.

5.4 To ensure full transparency about the plan-making process through regular verbal and written updates to the community.

5.4.1 Report on progress at each Parish Council meeting.

5.4.2 Ensure all reports and meeting agendas and minutes are published on the Parish Council website.

5.4.3 Ensure that all meetings are open to the public.

5.4.4 Engage with all relevant stakeholders for each domain of the plan, including approaching key organisations and individuals where appropriate.

5.5 To ensure that community and stakeholder opinion is sought at all stages of the plan development, acting as 'checkpoints' to ensure public acceptance of the group's progress.

5.6 To make themselves available to discuss the Neighbourhood Plan with any interested parties and stakeholders, via email ([nph-nplan@outlook.com](mailto:nph-nplan@outlook.com)), social media, public presentation or informal discussion.

5.7 To promote the aims and intentions of the Neighbourhood Plan through publicising meetings, organising and attending events and drafting press releases when appropriate.

5.8 To make representations on planning applications within the Plan area, if the application meets one or more of the following criteria:

5.8.1 New building(s) are proposed

5.8.2 A change of use for an existing building is proposed

5.8.3 The application site is within the flood plain

5.8.4 The Parish Council determines that an application is of interest to the Neighbourhood plan process

5.9 To compile and sign off the final draft plan prior to the local referendum.

## **6. Relationships to Other Groups**

6.1 The Business Champion will specifically approach local businesses (both mobile and fixed premises) in order to gauge their views on specific topics across all themes.

6.2 The Young Person's Champion will specifically approach groups (school, Brownies, Scouts etc) in order to gauge the views of young people on specific topics across all themes.

6.3 Advice will be sought from specialist advisors (e.g. EDDC, Devon Communities Together, representatives of other nearby neighbourhood plan groups) where appropriate.

## **7. Meetings**

7.1 The Steering Group will meet approximately every month to consider key themes and agree next steps.

7.2 Meetings shall be deemed quorate with a minimum of four people, including the Chair (or nominated representative), one parish council representative, and secretary (or nominated representative).

7.3 Each Steering Group member will have one vote in decision-making, with a simple majority required to carry a decision.

7.4 On occasion, speakers representing key stakeholders (e.g. landowners, businesses) or bodies (e.g. AONB partnership, RSPB) may be invited to address the Steering Group.

7.5 All meetings will be open to the public, who will be permitted to express their views through the Chair at any point during the meeting.

7.6 All meeting agendas and minutes will be made publicly available on the Parish Council website.

7.7 An Extraordinary Meeting of the Steering Group may be called by any group member in order to discuss and vote upon urgent matters of policy or courses of action.