

3 Apr 17

## Chacewater Local Neighbourhood Development Planning Team

### CHACEWATER LOCAL NEIGHBOURHOOD DEVELOPMENT PLAN (LNDP) - TERMS OF REFERENCE

#### Introduction and Background

1. Chacewater Parish Council (CPC) held a Public Planning forum in early Feb 17<sup>1</sup> to determine whether it should work to producing a Local Neighbourhood Development Plan (LNDP); with the proviso that it would be largely driven by the local community and not the Parish Council itself. In short, there was renewed enthusiasm for the idea at this time<sup>2</sup> and from a broad spectrum of the local population. So, following endorsement at the ensuing end of month CPC meeting<sup>3</sup>, the first of what has now become standard monthly meeting(s) was held on 6 Mar 17 with a specific aim of identifying what exactly would be needed in order to deliver Chacewater's LNDP by early Jan 19 – this remains the overarching target date.

#### Aim

2. In line with the above, the aim of these Terms of Reference (TOR) is to provide clear guidance on the Team, Structure and Way Forward to support delivery of the Chacewater LNDP by early 2019.

#### Team(s) Composition

3. A LNDP Strategy Team was established by 5 Jun 17 and comprises the following individuals and main responsibilities (*in alphabetical order*):

- Paul Bearham - Finance (in the role as CPC Responsible Finance Officer (RFO))
- Angie Beckham - Community Information
- Julie Bennett - Design & Events Resource
- John Carley - Data Collation
- Terie Chesworth - Meeting Note taker
- Rob Knill - Chairperson
- Tony Roode - Vice Chairperson
- Paul Shevlin - Administrative Support
- Martin Stephens - Project Director and link with Cornwall Council (CC)

4. Policy Steering Groups (PSG) were also identified for the following areas:

- **Group 1 (Natural Environment (Biodiversity – Flora & Forna)):** Angie Beckham, Shirley Carley, Peter Chesworth, Rob Knill and Maureen Stevens.

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<sup>1</sup> 11 Feb 17 – Public Planning Event.

<sup>2</sup> 27 Sep 14 - Public Planning Day responses did not support the notion of a LNDP.

<sup>3</sup> 3 Mar 17 – CPC End of Month meeting.

- **Group 2 (Historic Environment (Heritage)):** Shirley Carley, Jenny Gale, Rob Knill, David Ramsell and Maureen Stevens.
- **Group 3 (Landscape, Green & Open Spaces):** Brenda Bailey, Rob Knill, John Schofield and Paul Shevlin.
- **Group 4 (Planning, Quality of Design incorporating Sustainability) merged with Group 5 (Housing, Development & Jobs):** Paul Bearham, John Carley, Terie Chesworth, David Firth, Jim Holford, David Ramsell and Tony Roode.
- **Group 6 (Getting Around, Traffic & Village Gateway):** Brenda Bailey, Julie Bennett, John Carley, Peter Chesworth, Jill Hocking and John Schofield.
- **Group 7 (Community Health, Safety & Well-being):** Angie Beckham, Julie Bennett, Jill Hocking and Paul Shevlin.<sup>4 5</sup>

### How we go about it?

5. We will adopt the LNDP Process briefed by Cornwall Council's LNDP Team through their series of 2016 LNDP Roadshows, which detailed the following key points:

- Getting Started and Area Designation.
- Evidence, Aims, Visions, Engagement and Consultation.
- Draft Plan and Pre-Submission 6 Week Consultation.
- Submit Plan for 6-Week LPA Consultation.
- Examination.
- Referendum 28 Working Days.
- MAKE THE PLAN.

6. As many members of the Chacewater LNDP as possible will meet, in accordance with a directed agenda, at 6.30pm on the first Monday of each month until they are no longer required; although respective PSGs may meet as often as necessary to meet their agreed objectives.

### Timeline(s), Communication and Engagement

7. The timeline for Chacewater's LNDP will, where possible, accord with the Project Planner initially produced to support our application for grant funding; this can be found Annex A. Any individual, group or sub-group of the LNDP may communicate with any individual, outside agency(s) or organisation(s) whom they feel will enhance our ability to deliver an effective LNDP on time. We will also engage with as many of the resident community<sup>6</sup> as we possibly can, to ensure the end result (and any resultant associated projects) reflect their agreed feelings and future intent.

### Powers

8. The LNDP Team can only operate within the guidance provided through these TOR or as directed/agreed at respective monthly meetings. So it **cannot** directly delegate any powers to any

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<sup>4</sup> To aid early direction and decision making, it was decided to merge groups 1 to 3, 4 & 5 and 6 & 7 with a view to sub-dividing groups once again during the more detailed investigative/written phases downstream.

<sup>5</sup> A number of other individuals have also volunteered to engage in the LNDP process (notably Local Landscape Character Assessment (LLCA) field works) who will be named in the LNDP itself.

<sup>6</sup> Bowling & Football Clubs, WI, Primary School, Local Businesses, Surgery, WHAT'S ON, websites & Notice Boards, etc.

other group or individual(s) without consultation, nor can it authorise any expenditure without consultation. On the other hand, it **can** collate information it deems necessary to achieving the end state of delivering the LNDP by early 2019.

### **Funding**

9. A Grant Fund bid will be submitted to Locality for a maximum of £9K (incremental bids anticipated), the use of which will be discussed at monthly meetings in line with the Project Planner.

### **Summary**

10. Chacewater has committed to delivering a Local Neighbourhood Development Plan (LNDP), covering the period 2010 to 2030, by early 2019. As such it has formed both a Strategic Planning Committee and series of Policy Steering Groups (PSG) charged with delivering the Plan on time, according to a well-defined Project Plan and within a financial limit of £9K. Be there no doubt (and experience from other councils supports this view) that, at times, this will prove the most challenging of volunteer projects. However, judging from the energy, enthusiasm and ideas brought to the table thus far, we should have every confidence that the whole Chacewater community will get behind it and use all available resources to make it the document we all want it to be for the generations to come.

**These Terms of Reference (TOR) were endorsed at the 3 Apr 17 Monthly Meeting and will be subject to review if/as required.**

Signed: .....  
R L KNILL  
Chacewater LNDP Chairperson

Signed: .....  
T ROODE  
Chacewater LNDP Vice Chairperson

Signed: .....  
Chacewater LNDP Project Director

Signed: .....  
Chacewater LNDP Strategy Team

**Annex A.** Chacewater LNDP Project Planner updated 05/10/2017.