

Neighbourhood Plan Steering Group

Draft Terms of Reference

Membership

Seven members of the Town Council
Six independent representatives from the Penryn community

Membership of the Steering Group will be open to any resident, business, landowner, group, society or organisation within the Parish of Penryn. The Town Council will appoint seven representatives, one of which will be the Chairman. The Steering Group Town Council representatives will appoint six independent formal representatives from the public.

Chairmanship

The Committee shall elect a Chairman at its first meeting to hold office for the duration of the Steering Group. The Vice-Chairman shall be elected from the independent members after all six have been appointed.

Scope

To:

- (a) set a deliverable community vision for a Neighbourhood Plan for the Parish of Penryn to include policies for the use and development of land and infrastructure to create jobs and contribute to a vibrant local economy;
- (b) ensure that housing, local services, and community facilities are in place to meet the needs of local communities;
- (c) set deliverable clear community goals for the preservation of the character of the Parish of Penryn, including protecting and enhancing the natural environment and the built and historic environment;
- (d) present a completed draft Neighbourhood Plan for approval by Penryn Town Council (the 'Qualifying Body') and subsequent submission to Cornwall Council for adoption (pre-referendum); and
- (e) present regular reports to the Town Council on progress.

Reporting Mechanism

The Chairman of the Steering Group shall present regular update reports to the full Council. Minutes of the meetings shall be presented to meetings of the full Council.

Delegated Powers

The Steering Group shall have delegated powers to carry out all things necessary or expedient for the fulfilment of its objectives, including the establishment of Focus Groups, subject to working within the defined budget.

Public Attendance

Meetings of the Steering Group shall be open to members of public and press.

Administration

The Steering Group shall be administered by a Customer Support Officer and attended by the Town Clerk.