Camelford Neighbourhood Plan Steering Group Constitution

Background

The Localism Act 2012 gives communities the legal right to prepare a Neighbourhood Plan that will set out policies to direct development and the use of land in a parish or neighbourhood area.

Cornwall Council approved the Camelford Town Council proposal to prepare a Neighbourhood Plan for their area.

This document provides a framework by which the nominated Steering Group can prepare and take forward a Neighbourhood Plan for Camelford Town Council.

The name of the group shall be Camelford Neighbourhood Plan Steering Group.

Purpose & Aims

1. The purpose of the Steering Group shall be to produce a Neighbourhood Plan for the Camelford Town Council Area
2. The Neighbourhood Plan will be produced with consideration to the needs of the community, now and in the future.
3. The Neighbourhood Plan will seek to improve the social, economic and environmental well being of the designated area and strengthen the community.

Objectives

a) Manage and co-ordinate the production of the Neighbourhood Plan
b) Co-ordinate effective engagement with all members of the community in accordance   with an agreed Project Plan
c) Communicate all findings and ideas to the Town Council and the wider community
d) Identify support, resources and funding
e) Manage decision making processes in an open and accessible way
f) Prepare policy documents consistent with delivery of the Neighbourhood Plan
g) Produce appropriate timescales and delivery mechanisms
h) Produce the Neighbourhood Plan consistent with government and Cornwall Council guidelines
i) Take the Neighbourhood Plan to adoption

Steering Group Membership

a) The Steering group shall consist of no fewer than 8 and no more than 15 individuals who live, work or have an interest in the area covered by the Neighbourhood Plan, including at least one individual from Camelford Town Council and preferably one from Cornwall Council.
b) The structure of the Steering Group will be publicly available and the group may co-opt specialist help when required.
c) Topic Groups will be appointed on the Steering Group's behalf and will be open to everybody.
d) All personal interests must be declared if being perceived as relevant to a decision of the group. This shall be recorded and be made publicly available.
e) Details of any donations or assistance made by outside organisations and businesses must be declared and must not influence the plan.

f) The Steering Group shall elect a Chairman to preside at meetings, and a Secretary to ensuring note-taking and their subsequent circulation. The treasury shall be the Town Clerk unless a decision is taken otherwise.

Meetings

a) The Steering Group shall meet regularly, with at least 3 days' notice of date, time and venue.
b) Notes of the meetings will be circulated as soon after meetings as possible.
c) Any decision will be decided by a majority. A minimum of 4 will represent a quorum. Only members of the Steering Group may vote.
d) Topic Groups can meet as and when they feel necessary.
e) Any meetings that the public may attend must be advertised with 3 clear working days' notice.
f) Members may be excluded from the Steering Group or Topic Groups for conduct and behaviour that is disruptive and 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.

Constitutional Amendments

Should any amendment be required to the Constitution, this will require a 2/3 majority vote of the Steering Group.

Members of Steering Group

Andy Shaw (Chair)   - Town Councillor, Camelot Country CIC

Claire Hewlett (Secretary)   - Resident

Lee Dunkley (Treasurer)   - Town Clerk

Ken Harris   - Town Councillor

Alan Burgis   - Town Councillor, administrator of camelford.org

Diane Taylor   - Women's Institute

Jill Jeffs   - Town Trust, Guides

Rob Rotchell   - Town Mayor, Cornwall Councillor

Brian Lush   - Resident

Simon Rawlinson   - Scouts

Aaron Scawn   - Resident

Jane Sleeman   - Resident

Carol Atkins   - Resident