



# St Stephen in Brannel Parish Council

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## **St Stephen in Brannel Parish Neighbourhood Development Plan (NDP) Steering Group**

### **Terms of Reference 2021/22**

- Composition: Seven (7) Elected members (Voting)  
Any resident, business, landowner, group, society and organisation within the parish area (Voting)
- Quorum: Three (3) members
- Chairmanship: Chairman & Vice-Chairman to be elected by Members at the first committee meeting held in each Council year.
- Meetings: 24 times a year (1<sup>st</sup> and 3<sup>rd</sup> week of each month) In the event of an item of urgency an Extra Ordinary meeting can be convened in accordance with legislation and standing orders
- Timing: 7pm
- Venue: The Brannel Room, 22 Fore Street, St Stephen
- Reports to: Full Council
- Administration: NDP Steering Group Administrator
- Legal Status: Data Protection Act 2018  
General Data Protection Regulations 2018  
Adopted Code of Conduct  
Adopted Standing Orders  
Adopted Financial Regulations  
Localism Act 2011  
Equalities Act 2010  
Planning Act 2008  
Planning & Compulsory Purchase Act 2004  
Local Government Act 2003  
Nolan Principles of Life 1995  
Planning & Compensation Act 1991  
Town and Country Planning Act 1990  
Local Government Act 1972  
Public Bodies (Admissions to meetings) Act 1960

**Purpose:**

To develop a community led Neighbourhood Development Plan (NDP) for the St Stephen in Brannel parish area which will

- (a) Set a deliverable community vision for a NDP for the parish area 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 area including protecting and enhancing the natural environment and the built and historic environment.
- (d) Present a completed draft NDP for approval by St Stephen in Brannel Parish Council (The “Qualifying Body”) and subsequent submission to Cornwall Council for adoption (pre-referendum)
- (e) Present regular reports to the parish council on progress.

**Powers:**

The Steering Group will have the powers, to carry out all things necessary or expedient for the fulfilment of its objectives, subject to:

- (a) Promoting equality for all persons involved
- (b) Working within a code of ethical standards
- (c) Working within finances available
- (d) Working with and taking advice from the parish council’s appointed consultant
- (e) Ensuring proper and adequate public engagement and consultation

The Steering Group is not a formal committee or subcommittee of the parish council so it will have no executive powers to act for the parish council, but as the parish council is the defined Qualifying Body, the Steering Group will need to ensure that

- (a) It acts within the statutory powers of the “Qualifying Body” including matters relating to statutory consultation under the NDP Regulations and submission of the draft NDP for examination by a Cornwall Council appointed Examiner
- (b) Finance is available to support the NDP within the council’s budget