

Blisland Neighbourhood Development Plan Steering Group

Terms of Reference

Purpose

The Steering Group has been set up to plan the production of the Blisland Neighbourhood Development Plan and commission and oversee work in progress on various aspects of the plan.

It will liaise and seek advice when required from the Cornwall Neighbourhood Development Team and manage regular communication and engagement activities to include the wider community.

Authority/Governance

Blisland Parish Council is responsible for the successful Blisland NDP and will submit the final plan to Cornwall Council. The Steering Group will make recommendations on key areas of the plan to the parish council for approval.

The Steering Group has authority to co-opt other members of the community to undertake work such as the gathering of information and wider research.

Reporting

Monthly progress reports will be submitted to the parish council.

Deliverables

Outputs from the Steering Group will include:

- A community engagement plan identifying the channels to be used, frequency of progress bulletins etc. plus the planning of any further community liaison events and surveys as required.
- Planning for a follow up to the 2015 survey, recommending a set of relevant questions to the BPC
- Draft vision statement and key objectives
- Identification of the key themes for the plan, to be informed by data already gathered plus any further survey work and issues for the NDP to address.
- Workstream plans for each of the themes agreed (scope of the research, who will be involved and timescales)
- Draft copy of the plan content for each theme
- Draft policies for each theme produced in conjunction with the Cornwall NDP team

Resources and budget

- Steering group members will volunteer their time to attend meetings and may lead on various areas of the plan and/or undertake research.
- Other members of the community with interest and/or special areas of expertise will be required to contribute their time.
- Guidance and support on the planning process will be supplied by Cornwall Council Planning Department.
- Meeting rooms and equipment/materials can be requested from the parish council
- Funding is available in the BPC budget and further grant funding may be available if required.

Meeting arrangements

Meetings will normally be held at 1900 on 4th Thursday of each month
Details about agendas and minutes will be made available online
Communication between meetings will be by email.

Membership

Membership will include four parish councillors plus volunteers from the parish. Other volunteers may be co-opted as and when required.

List of members:

Karen Dickin (Chair)
Stephanie Meads
Anne Green
Sheila Larsen
John Stansfield
Pete Keen
Lynne Clayton
Other TBC