

TINTAGEL PARISH COUNCIL



'Tintagel's Great Seal'

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**Lincoln House,
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7th August 2014

TO ALL COUNCILLORS, TINTAGEL PARISH COUNCIL

Dear Councillor,

Please find enclosed Agenda for an Extra-Ordinary Parish Council Meeting to be held next Wednesday, 13th August 2014 along with various copies of correspondence most of which will not be relevant to this forthcoming meeting but may be for the September meeting.

The following copies of correspondence relating to the Neighbourhood Development Plan are either enclosed or have been distributed to you all already and are for your information:-

- a) Steering Group Terms of Reference fourth amendment 14.7.14
- b) Draft Minutes 14.7.14
- c) Project Timeline
- d) Financial Report No. 2
- e) Report No. 2
- f) Analysis of Replies to Questionnaire
- g) Analysis of Questionnaires
- h) Minutes of the Steering Group Meeting 29th July 2014
- i) Email from Mrs. Brown (NDP Chairman) re: Funding Application
- j) Email from Mrs. Brown (NDP Chairman) re: Concerns raised on NDP questionnaire considered outside remit of NDP Steering Group
- k) Email from Chloe Pitt, Cornwall Council with comments received from English Heritage re: Tintagel NDP

The intention was to consider all of the above documents at the meeting to be held on the 13th August but considering the advice I have received, I feel acceptance of these items should be held until September.

As you are all aware, there have been many issues that have arisen over the past weeks with regard to the Neighbourhood Development Plan, the Steering Group and the Parish Council.

I have taken advice from Sarah Arden of Cornwall Council, Sarah Sims (Community Network Manager) and Sarah Mason (Cornwall Association of Local Councils).

The current situation is intolerable and I am listing below the advice and suggestions I have received for a way forward.

- Everyone who I have spoken to has confirmed that the Neighbourhood Development Plan is a Parish Council Plan. The Parish Council is the designated and accountable body. The Parish Council can decide, however, to form a Steering Group made up of members of the community to produce the plan in partnership with the Parish Council.
- A good relationship between the Steering Group and the Parish Council is essential.
- It is the members of the Parish Council who will vote to submit the plan.
- The Steering Group will need to demonstrate clearly how they have involved the community and the plan will not go through a referendum or inspection if community engagement is not carried out.
- I have been advised that one way forward may be to make the Steering Group an Advisory Committee of the Parish Council. An Advisory Committee can still meet ad-hoc but will need to report monthly to the Parish Council and also hold a regular meeting which adheres to the same Agenda/Minutes process to which the Parish Council does – this could be on a bi-monthly or even quarterly basis.
- If an Advisory Committee is agreed, its members will be required to sign up to the Parish Council's Code of Conduct in the same way that parish councillors do.
- Structures must be put in place to prevent any such recurrence of the current situation in the future.

Sarah Sims, Community Network Manager, has offered to come and meet with myself, the Chairman of the Parish Council, the Chairman of the Steering Group and some members from each, to hold a discussion on the way forward. She is not available to do this until early September.

I will be meeting with the Chairman of the Parish Council and the Chairman of the Steering Group before the meeting next week in order to bring them both up to date with the advice I have received. The Chairman of the Steering Group has requested that another (neutral) member of the group attend with her which has been agreed.

Yours faithfully,

S.J. Moth
Clerk