

# TINTAGEL PARISH

## NEIGHBOURHOOD DEVELOPMENT PLAN

### NEIGHBOURHOOD PLANNING TEAM & STEERING GROUP TERMS OF REFERENCE

(No 2) Amended 20 May 2014

#### 1. Introduction

The Neighbourhood Development Plan (NDP) is part of the Localism Bill, introduced to Parliament on 13 December 2010, and given Royal assent on 15 November 2011. becoming an Act. It includes five key measures that underpin the Government's approach to decentralisation.

- Community rights
- Neighbourhood planning
- Housing
- General power of competence
- Empowering cities and other local areas

The NDP sets out policies in relation to development and use of land in a neighbourhood. It describes what is to be built and where. Sites are allocated for housing and other developments. Green spaces are identified which complement investment in homes, jobs and other essential services.

**The main reason for establishing a NDP now is that from April 1<sup>st</sup> 2012 there is no local development boundary and the government does not have a transition plan.**

The Parish of Tintagel intend to produce a Neighbourhood Development Plan and have established a Steering Group, consisting of two Parish Councillors, to direct this project.

This document sets out the Terms of Reference (ToR) for the Steering Group (SG) and the Neighbourhood Planning Team (NPT).

#### 2. Steering Group Objective

The objective of the Steering Group (SG) is to :-

**“Develop and communicate an approved, comprehensive Neighbourhood Plan for Tintagel Parish. An interim report to be issued by the middle of 2015 and the Final Plan is expected to be ratified by the end of 2016.”**

The Plan is expected to address :-

- Policies in relation to development and use of land in the Parish
- A full development plan dealing with land use planning issues
- Definition of local priorities
- Allocation of sites for housing and local development
- Identification of green spaces to complement investment in houses, jobs and essential services

## 2. **Steering Group Objective (Continued)**

The overall aim is to guide development that is more appropriate in the local context and help decide where it goes, noting that the government has made it clear that it is not a tool to stop development.

Full consultation of the Tintagel Parish is to be undertaken, including the use of questionnaires. The NDP is subject to compliance with the Cornwall Council Core Strategy (CS) Plan, which in itself is subject to compliance with the National Plan Policy Framework (NPPF).

The NDP is to be voted on as part of a Parish Referendum.

## 3. **Neighbourhood Planning Team Methodology**

The Neighbourhood planning Team (NPT), under a Project Manager, is to be established to provide overall leadership and direction. Other working groups or sub-groups, as appropriate, focus on particular areas, e.g. housing, transport, tourism, affordable housing, or particular areas within the Parish. The SG is part of the NPT.

All stakeholders are to be consulted through appropriate means including events, workshops, questionnaires, telephone questioning. Where practical, business types, including leisure, retail, farming, quarrying, are to be represented.

Any studies considered necessary are to be instituted. For example, Environmental Report, Sustainability Report, establishing the requirements for the Parish to support and maintain schools, shops, infrastructure etc., to meet the needs of the existing and future population.

Further consultations and discussions are to be undertaken as options are identified leading to the draft and final versions of the NDP prior to submission to an approved Examiner to check compliance with Cornwall Council Core Strategy.

Issues identified by the Examiner are to be addressed in further revision of the NDP prior to submitting it to a Parish Referendum.

Stakeholders, including businesses, are to be encouraged to argue for particular proposals to help achieve local consensus.

As soon as the Referendum records a majority vote in favour of the NDP (51% - no minimum turnout is set) the final document becomes legally binding, and provides the basis for controlling future planning applications.

Only those on the Electoral Roll, at the time of the Referendum, will be eligible to vote.

## 4. **Neighbourhood Planning Team Membership**

The NPT comprises two Parish Councillors, nominated by the Parish Council. In addition up to six members, of the community who are on the Electoral Roll within the Parish, will be co-opted as Members of the NPT (one of whom will be the Project Manager). ~~In addition, the Cornwall Council Ward representative is to be a member of the SG. (Amended meeting 19 May 2014)~~

In addition, the NPT may co-opt members for specific tasks e.g. Legal Adviser, Financial Adviser.

In general the Project activities are undertaken by the NPT as an entity. These WG comprise Members of the NPT and co-opted members as appropriate. The NPT will appoint a WG Leader, who will be responsible for managing the WG and reporting back to the NPT.

## 5. Neighbourhood planning Team Meetings

The NPT meets regularly, normally every four weeks, to review progress, undertake group work and establish future actions. The Chairperson calls additional meetings of the NPT as necessary and determines the times, locations and agenda for all meetings.

A minimum of five NPT Members (including the SG Members) constitutes a quorum.

The agenda for each meeting is circulated to all members of the NPT at least 48 hours prior to the meeting.

The Minutes of each meeting are circulated to all members of the NPT. Copies may also be placed on the dedicated page on the Parish Council website.

In the event that any matter under consideration by the NPT requires a vote, all Members of the NPT are eligible to vote but advisors, co-opted WG members or others who may be present at the meeting are not eligible to vote. To avoid any confusion, the Chairperson maintains a visible list of those people who hold voting rights. In all matters, the Chairperson has a casting vote.

## 6. Financial Control

All funding for the Project is provided for by Tintagel Parish Council.

The NPT prepares the Project Budget, which is to be approved by the Parish Council.

Expenditure against the budget is formally approved prior to making any commitment. Approval is normally obtained at NPT meetings and recorded in the minutes of the meeting.

The NPT maintains a balance sheet of all transactions related to the project and reports the financial status at each Parish Council meeting.

~~The SG maintains its own bank account. Two SG members (to include at least one Parish Council Member) are to be authorised to sign SG cheques. (Amended 19 May 2014).~~

## 7. Reporting

The NPT provides, through the Steering Group, a verbal or written report to each Parish Council Meeting.

The report summarises progress of the Project against the Statement of Work and includes a financial statement of expenditure against budget. The report also identifies any information, advice and actions required from the Parish Council.

## 8. Communication

To be successful the NDP Project requires continuing communication with a wide range of Stakeholders which is undertaken through many routes including residents' associations, presentations, posters, fliers, websites, email, newspapers, magazines and postal drops. All communication routes and content are to be approved by the NPT to ensure that consistent, accurate and timely information is communicated.

## 9. **Scope of Work**

The main purpose of the Project is to establish whether a development boundary is to be re-established and if so to achieve an agreed development boundary with any appropriate guidelines, enabling local planning decisions within a legal framework. This also includes SSSI, AONB, scheduled monuments, conservation areas, green spaces, common land, AGV, Listed buildings etc.

The Project covers the whole of the Tintagel Parish. It does not cover all aspects of the Parish Plan, but is complementary, taking input from it and sharing the common vision.

The Parish Plan includes considerations including litter, noise and light pollution. The NDP predominately relates to the use and development of land.

The Key Project tasks and stages are detailed in Appendix 1. Any substantive changes to the Scope of Work, key Project Stages, or key tasks are to be approved by revision and re-approval of this ToR document.

The suggested Working Groups and tasks are listed in Appendix 2.

The suggested Organisation chart is shown in Appendix 3.

# APPENDIX 1

## Project Stages and tasks

### 1. Stage 1 Initiation

- |    |                                       |                |
|----|---------------------------------------|----------------|
| 1. | Initiation letter to Cornwall Council | Done           |
| 2. | Advertise commencement                | Done           |
| 3. | Recruit Project Manager               | Done           |
| 4. | Prepare ToR and Project Brief         | Done           |
| 5. | Set up Steering Group                 | 7 May 2014     |
| 6. | Set up Neighbourhood Planning Team    | 19 May 2014    |
| 7. | Establish Working Groups (WG).        | See Appendix 2 |
| 8. | Fully Plan Project                    | Drafted        |
| 9. | Set up Admin and Reporting processes  |                |

### 2. Stage 2 Information Gathering

- |    |   |                |
|----|---|----------------|
| 1. | Review current evidence base                  |                |
| 2. | NPT/WG establish aims and objectives          | See Appendix 2 |
| 3. | NPT/WG establish key issues                   |                |
| 4. | Agree evidence required                       |                |
| 5. | Gather evidence and analyse                   |                |
| 6. | Report evidence to NPT                        |                |
| 7. | Engage with Core Strategy (CS)                |                |
| 8. | Update and identify further evidence required |                |

### 3. Stage 3 Develop the Vision (WGs)

1. Plan workshops/events to stimulate discussion
2. Hold events – NPT/WG to manage actions/visions
3. Produce draft aims and a vision
4. Sustainability Appraisal commences (aims and vision)
5. Establish compliance with NPPF/CS
6. Refine aims, vision and objectives
7. Publish aims, vision and objectives

### 4. Stage 4 Developing Options

1. Bring together issues from WGs
2. Hold workshop to collate and agree issues/options
3. Map opportunities/projects for development
4. Assess potential sites for development
5. Collate deliverability, infrastructure and viability information.
6. Recommend options for the plan to NPT
7. Publish agreed options
8. Consult upon other strategies or options

## **APPENDIX 1 (Continued)**

### **Project Stages and tasks**

#### **5. Stage 5 Making the NDP**

1. Assess consultation responses (from Stage 2 above)
2. Draw together additional projects, evidence, etc
3. Map projects and opportunities
4. Describe proposals and provide policy/reasons to support
5. Sustainability Appraisal/Habitat Regs to support
6. Compliance Test (NPPF and CS), check evidence base
7. Check and approve the draft NDP
8. Carry out consultation on draft NDP
9. Respond to comments
10. Finalise NDP

#### **6. Stage 6 Approval**

1. Submit document for approval by Parish Council
2. Check NDP with local Planning Authority (LPA) for conformity
3. Appointment of approved Examiner
4. Independent Examination
5. Receive Examiners Report
6. Make amendments to NDP as required/appropriate
7. Approve Final Version of NDP
8. Distribute NDP to all Stakeholders
9. Hold Referendum on adoption of NDP
10. Submit NDP to County Council (CC) for adoption
11. NDP adopted
12. Communicate NDP to all Stakeholders

## **APPENDIX 2**

### **Working Groups and tasks**

#### **1. Housing and Population**

Establish current population and housing types  
(From PC Mail list/TAIST survey/physical survey etc)  
Categorise house ownership and occupancy types  
(Council/Affordable/Second homes/Residential etc)  
Second Homes – Policy changes?  
Estimate future growth of population by occupancy types  
(CC assessments and Tintagel variations)  
Ascertain CC needs for affordable housing  
Limitation by numbers and size of new developments?  
Identify current (lapsed) Development Boundary  
Propose future changes to Development Boundary and timescales  
Existing Planning Applications not yet built

#### **2. Businesses**

Establish current businesses, types, locations etc  
Estimate future business growth and possible locations  
Current industrial businesses  
Possible future industrial businesses (and employment)

#### **3. Amenities and Leisure**

Tourism. Current facilities and future expansion  
English Heritage and national Trust  
Holiday accommodation existing (by type and size)  
Future holiday accommodation needs  
Schools, Surgeries, Clinics, Childcare existing and future needs  
Old Peoples Homes and care for the elderly in the community

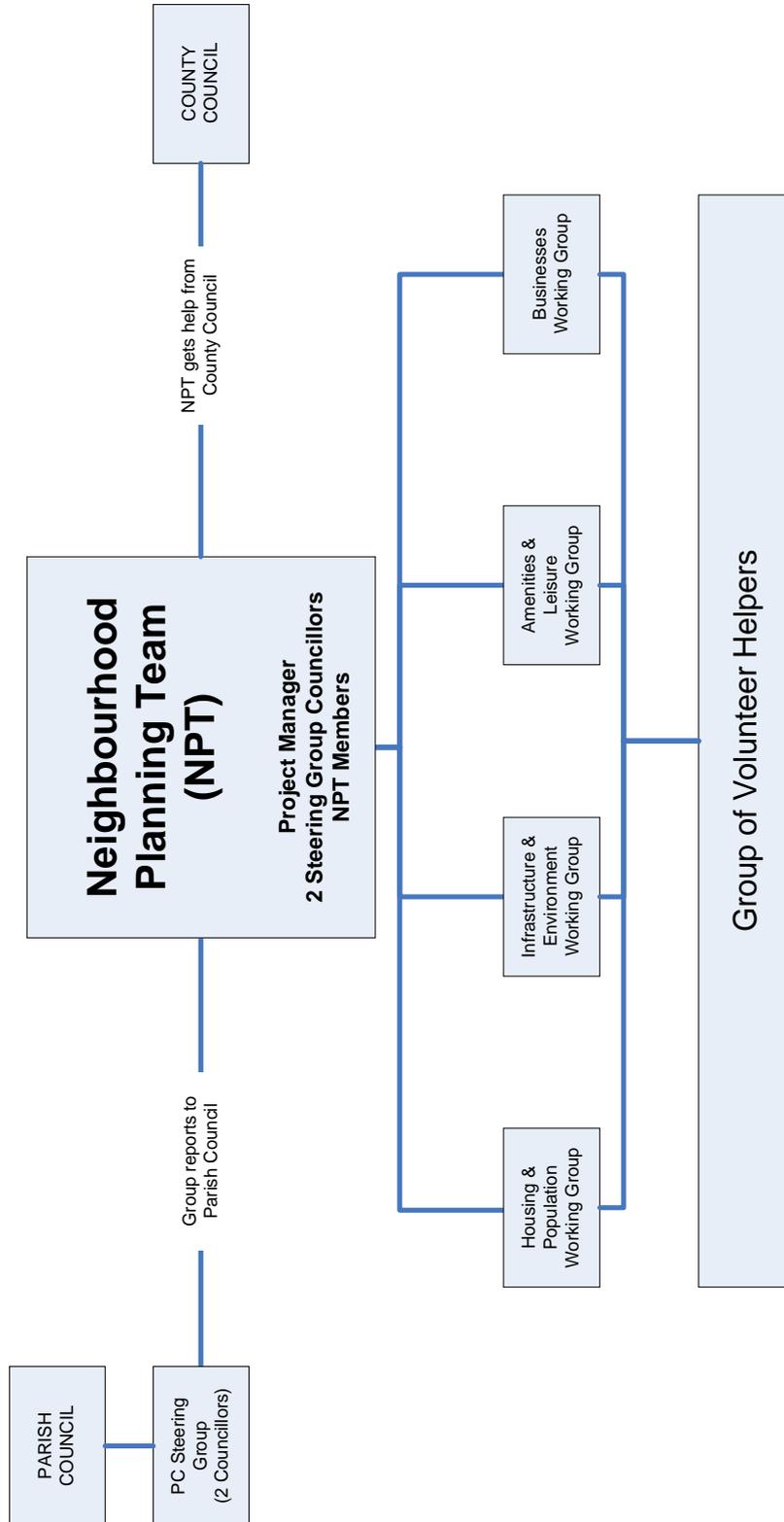
#### **4. Infrastructure and Environment**

Utilities (Water, Sewage, Telephones, Electricity and Broadband)  
Roads and Parking (existing and future new requirements)  
Land Use Classification Existing AONB, SSSI,  
Historic sites etc, Common Land  
Public Footpaths Existing and lapsed.  
Possible new footpaths for new housing.  
Obtain from CC all details of NCDC Policies that have been retained  
by CC and those that have lapsed.  
Public Transport  
Solar Panels and Wind Turbines

Suggested Organisation Chart

TINTAGEL NEIGHBOURHOOD DEVELOPMENT PLAN

ORGANISATION CHART



Formation of Neighbourhood Planning Team