

Kingsbridge Town Council

Quay House, Ilbert Road, Kingsbridge TQ7 1DZ

Town Clerk: Martin Johnson

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SOUTH HAMPS D.C

10 SEP 2018

REC'D - PLANNING



The Strategic Planning Team
South Hams District Council
Follaton House
Plymouth Road
Totnes
TQ9 5NE

7 September 2018

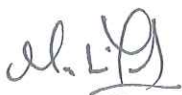
Dear Sir or Madam

Designation of Plan Area - Kingsbridge, West Alvington & Churchstow Neighbourhood Plan

Please find an application for the above at the Enclosure.

It would be much appreciated if you could acknowledge receipt and provide the dates for the consultation period.

Yours faithfully



Martin Johnson
Town Clerk

Enclosure:

Application form, map and group terms of reference.

Copies:

The Parish Clerk, West Alvington Parish Council
The Parish Clerk, Churchstow Parish Council

Designation of Plan Area Application Form



Name of Applicant - *Must be a Parish or Town Council*

Kingsbridge Town Council

Contact Details - *Please supply contact details of project lead*

Name: Richard Benton

Address: 10 Fairfield Close
Kingsbridge
TQ7 1JS

Email: Richard.benton11@btinternet.com

Tel: 01548857147

Name of proposed plan area

Kingsbridge, West Alvington & Churchstow

Map of proposed plan area

Please supply a separate map showing the boundaries of the proposed plan area

Statement confirming why the proposed plan area is appropriate

Please explain why the plan area is an appropriate designation, continue on a separate sheet if necessary.

Kingsbridge, West Alvington and Churchstow share many of the same land use and development issues hence the proposed production of a combined plan.

A Statement that the organisation or body making the area application is a relevant body for the purposes of section 61G of the 1990 Act

Kingsbridge Town Council is a local authority

Type of plan proposed - *Please tick*



Neighbourhood Development Plan



Community Plan



Plan-It Lite



Neighbourhood Development Order



Community Right to Build Order

Group Terms of Reference

Please supply a separate sheet detailing the Group's Terms of Reference

Please return to the Strategic Planning Team,
South Hams District Council, Follaton House,
Plymouth Road, Totnes, Devon, TQ9 5 NE.

Kingsbridge, West Alvington & Churchstow Neighbourhood Plan – Proposed Area



Kingsbridge, West Alvington and Churchstow Neighbourhood Plan Steering Group

Terms of Reference

1. Basis for the formation of the Group

- i. The combined 2014 – 2034 South Hams, West Devon and Plymouth Joint Local Development Plan is in the final stages of Government approval now. The 2011 Localism Act allows parish communities to research and write a Neighbourhood Plan to provide parish level detail to complement the district level content in the Development Plan and, once approved, has legal force in guiding parish local development. The relevant town or parish council is the body identified in the Act to lead this process.
- ii. During 2017 Kingsbridge Town Council decided to initiate the production of a Neighbourhood Plan to fit in with the activation of the new Joint Local Development Plan. The original Steering Group members were the individual local residents and business people (in some cases both) who volunteered to work in concert with the Town Council after a public meeting called to assess interest in developing a Neighbourhood Plan.
- iii. These original members of the Neighbourhood Plan Steering Group were appointed by Kingsbridge Town Council in January 2018. The Group operates under its delegated authority.
- iv. Some of the interested group who were willing to help with particular tasks but did not wish to become Steering Group members agreed to continue involvement as supporters.
- v. The Steering Group agreed with the Town Council at the outset that the four parish areas immediately surrounding the town were likely to share many of the same land use and planning issues and should be invited to participate in a joint planning process to produce a combined plan. As a result West Alvington and Churchstow Parish Councils have accepted the offer and the planning process is now proceeding on this tripartite basis.
- vi. The membership of the Steering Group has thus been amended to include representatives of the two Parishes, nominated by the Parish Councils.

2. Steering Group Purpose

- i. To carry out the necessary data based research, and to consult widely across the local community, to include individuals, businesses and community organisations, to establish local land use and development planning priorities.
- ii. To formulate policy proposals as the basis of a Neighbourhood Plan based on this research and consultation, to enhance the wellbeing of the community and the long term sustainability of the Town and two parishes, within the framework provided by the Neighbourhood Plan legislation.
- iii. To write a plan document to include these planning objectives and policy proposals which are shown through further consultation to be widely supported by the community at large, sufficient to be approved by the formal plan assessment process and the referendum required by the legislation.

3. Geographical area covered by the Neighbourhood Plan

The Kingsbridge Town Council area plus the civil parishes of West Alvington and Churchstow.

4. Steering Group membership

- i. The group membership comprises Chair, Secretary, Treasurer, (nominated by the original group from amongst their members), the coordinators of any agreed working groups, up to two nominees from each of the three local councils, and general members of the group up to a maximum of twenty members in all.
- ii. The group may co-opt additional members as it feels it appropriate provided the maximum of twenty members is not exceeded.
- iii. Supporters may attend meetings whenever relevant or whenever a subject of interest to them is on the agenda. Other observers may be invited at the discretion of the Chair.
- iv. The Secretary will maintain an up to date list of members and supporters and their attendance at group meetings.

5. Steering Group operation

- i. The members of the Group will generally meet monthly to identify and organise the carrying out of the necessary tasks amongst themselves, manage the process and assess the implications of the statistical research and community feedback, then agree how these should be translated into policies and project plans.
- ii. Members will also work as part of task groups agreed where necessary to pursue the detail of specific areas such as housing or transport. They will be helped by individuals (supporters) who have particular skills or contacts in these areas. (As at July 2018 three groups have been established each with a coordinator: Publicity and website development, Community consultation, Data research and analysis.)
- iii. The group will identify where and when publicity material and public meetings requiring use of the available funding are appropriate and allocate agreed funds accordingly.
- iv. Where the group considers that paid professional help is needed it will define, on the advice of the Treasurer, the specification for the task and agree the terms of engagement and the allocation of the required funds from the funding available.

6. Steering Group procedures

- i. The Group will operate on the basis of consensus decision making to reflect its duty to take the fullest account of the output from public consultation and input from all other relevant and interested parties.
- ii. The quorum will be six members with voting rights, to include for continuity purposes, two of either the Chair, Secretary, Treasurer and the Working Group coordinators. Voting rights will be available to all members who have attended at least half of the meetings in the preceding six months.
- iii. Should finely balanced decisions need to be taken, for example on what to include in the plan, a simple majority vote will be taken at the Chair's discretion amongst the agreed full members of the Group in attendance at the meeting in question.

- iv. An Annual General Meeting will take place in February each year for the life of the plan process. This will comprise a report on progress with the Plan, confirmation of membership and election of officers. A brief special general meeting will be held before a routine group meeting should an officer resign between AGMs.
- v. The Treasurer will agree a budget with the group based on the one-off grant made available by the Government body which provides funding for the provision of professional help with technical issues where necessary. They will issue contracts for this work and monitor the use of the grant and the contractors' output.
- vi. The Group will follow normal public service rules in declaring any personal or business interests wherever this is relevant. The Secretary will record this as appropriate. Individuals should discuss any concerns with the Chair and agree an appropriate way ahead before the relevant meeting or activity.
- vii. All those involved in the Steering Group, both members and supporters, will conduct business with each other and the wider community in a spirit of openness, collaboration, trust and mutual respect. They will also treat everyone with courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, ability, or religion and belief.