

# Designation of Plan Area

## Application Form



West Devon  
Borough  
Council

WEST DEVON BOROUGH COUNCIL

DATE: 03 AUG 2015

APPLICATION NO

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

LAMERTON PARISH COUNCIL

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

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Name of proposed plan area

LAMERTON PARISH

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.*

Since one of the principal reasons for preparing a Neighbourhood Plan is to consider future development within Lamerton Parish and that the Parish Council also has this responsibility (exercised through its planning functions) it is most logical to choose the full Parish boundary.

Type of plan proposed - *Please tick*

Neighbourhood Development Plan

Community Plan

Plan-It Lite

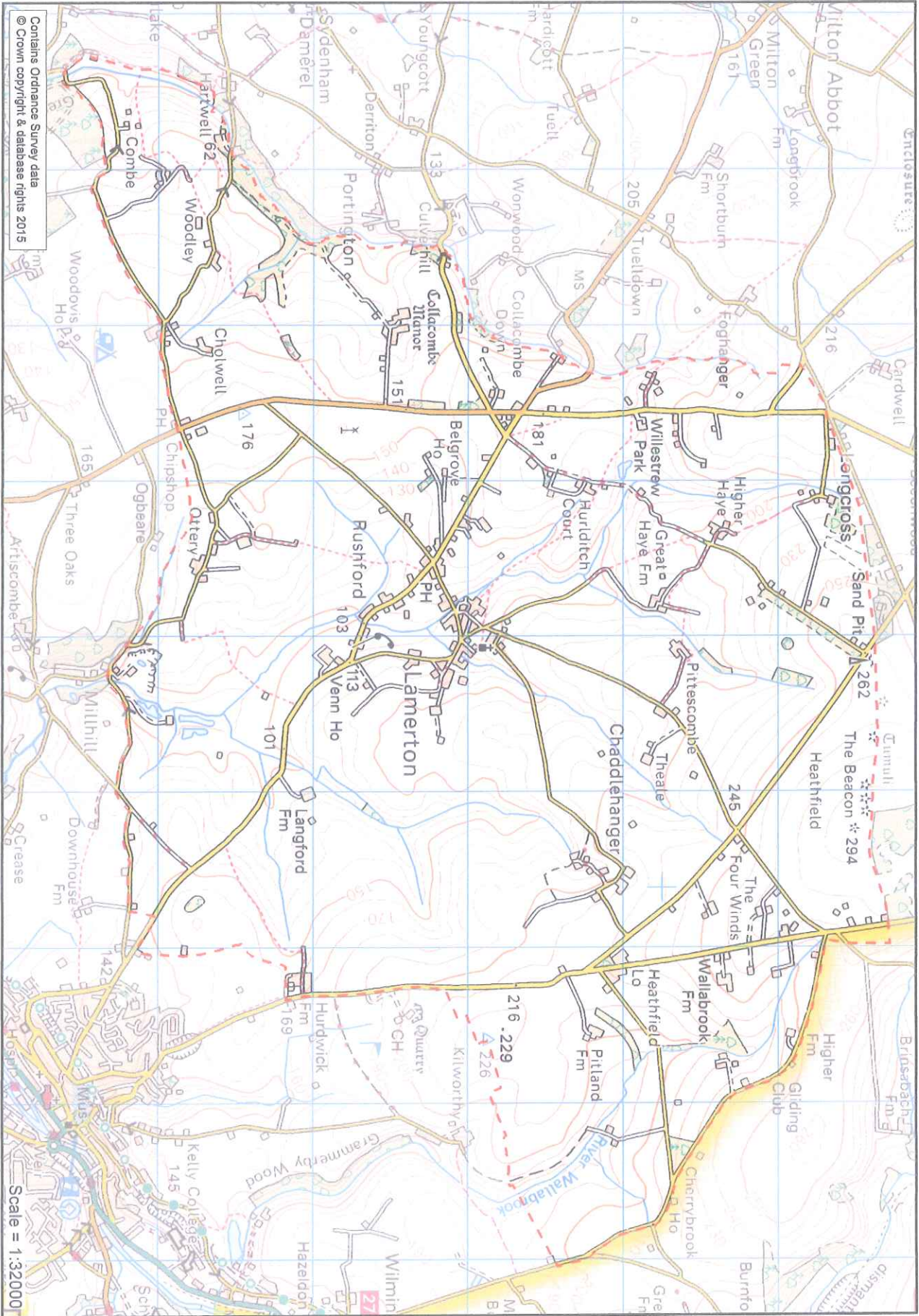
Neighbourhood Development Order

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,  
West Devon Borough Council, Kilworthy Park,  
Tavistock, PL19 9JL



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Scale = 1:32000

**Proposed Terms of Reference:**

**Name of Group**

Lamerton Neighbourhood Plan Steering Group (hereinafter referred to as the 'Group')

**Purpose of the Group:**

To become the working group, functioning on behalf of the Parish Council and the community as a whole, with the task of creating a Neighbourhood Development Plan for Lamerton Parish.

It is intended that residents of Lamerton should have an active role in this Plan and forming planning policies to guide future development in the parish.

**Objectives of the Group:**

It shall prepare proposals and make recommendations to the Parish Council having undertaken the following:-

Fully engaged with all relevant stakeholders within the Parish.

Assessed the future residential housing needs by reviewing all potential sites for possible development.

Assessed future employment needs and how these should be met.

Determined how the local environment shall be maintained, enhanced and protected.

Assessed the future infrastructure needs for the benefit of the community.

All of these objectives shall, at least, comply with the West Devon Borough Council current draft strategic development plan and be in general conformity with local and national policy.

**Membership and Governance:**

**Members of Group:**

A Group leader / Chairperson is to be appointed by the Parish Council and shall be responsible for reporting on progress at all normal Parish Council meetings.

A nucleus of members (suggested maximum of four Parish Councillors) shall initially be appointed by the Parish Council and be supplemented by others drawn from the community.

The Group shall not be a sub-committee of the Parish Council and, although preference would be a total of eight group members, this should be flexible and extended if beneficial.

There could be others working on the Neighbourhood Plan (e.g., Parish Councillors, Consultants etc.,) who are not part of the Group.

A Vice Chairperson shall be appointed by the Group who may be a local resident (i.e., not a Parish Councillor)

The Ward Member for Lamerton attends Group meetings ex-officio.

#### Role of Members:

To contribute to a collective vision on how the Neighbourhood Plan should address future housing, employment, infrastructure and environmental issues within Lamerton Parish.

Each member shall be allocated individual assignments using their own areas of expertise, as agreed by the Group, reporting back at an appropriate Group meeting.

#### Additional and /or replacement Members:

The Group may co-opt additional members from the community as appropriate at any time for the benefit of the Plan.

The Parish Council may amend its representation on the Group at any time, providing the total number of Parish Councillors does not exceed the original allocation of four.

#### Declaration of interests:

Each Group member will be required to make it known if they have any pecuniary interest in any matter under discussion. Any such notifications are to be recorded in the Group Progress Report submitted to each Parish Council Meeting.

A declaration of interest shall not prevent the declarer from participating in discussion on the issue, since the declarer's specialist knowledge might be critical to the debate.

Members declaring a pecuniary interest shall not take part in any formal voting on the matter in question.

#### Voting arrangements:

A quorum of the Group shall be four members.

Voting, following the usual means of a proposal, duly seconded upon, shall be by a show of hands. If no majority is proven, the Chair shall have the casting vote.

All decisions reached shall be minuted and included in the progress report for the next full Parish Council meeting.

#### Decisions to be referred to the Parish Council:

The Group shall make all operating decisions within its terms of reference and Parish Council – approved budget in order to prepare the draft Neighbourhood Development Plan. Any formal resolution shall be referred to the Parish Council through the Groups progress report at each Parish Council meeting.

#### Conflict resolution:

Should any conflict arise, the Group Chair shall attempt to resolve this by mediation. If unsuccessful, the matter is to be elevated to the Parish Council at its next meeting.

If, upon receiving a progress report, conflict should arise between the Group and the full Parish Council then the Parish Council shall make the final ruling at a full Parish Council meeting. This shall be done in the form of a direction to the Group if no satisfactory agreement can be reached.

#### Reporting and Feedback:

It is intended that the website (<http://lamerton.2day.uk/section/LamertonParishCouncil> ) shall be expanded or, alternatively, a new website be created to allow Group informational updates to be presented to the general public.

Public meetings will be held to update and enable consultation with members of the Parish.

Presentations will be made available at public meetings, and other local community events.

Progress reports shall be presented by the Chair to each full Parish Council meeting.

If the Chair is not available to present the Group report, the Vice Chair shall attend and make the presentation. If not a member of the Parish Council, this person would not be entitled to vote on any proposal at Parish Council meetings.

Minutes of both the Group shall be taken and agreed at their next meetings in accordance with normal practice. Preliminary and informal discussion of those minutes may take place by email but are always subject to ratification at the next meeting.

#### Resources and Finance:

An application will be made for grant funding to Locality to assist in the preparation of the Plan to cover anticipated costs of meeting venue hire, publicity materials and possible Planning Consultant fees etc., supported by a full explanatory Budget.

The Group will have no direct access to funds as all grant applications, receipts and subsequent purchases will be made through and by the Parish Council.

There shall be no intent to exceed expenditure beyond the level of anticipated Grant Funding available. Regular review of expenditure against budget (through progress reports submitted to Parish Council) shall ensure any risk is comprehensively monitored.

#### Monitoring and Review:

The work of the Group shall be monitored by the Parish Council, in whose name the Neighbourhood Plan will be produced, through the Progress reports submitted at each full Parish Council meeting.

Interim progress review meetings with West Devon Borough Council shall be scheduled as appropriate.