



Application Form for Designation of Neighbourhood Area

Name of Applicant	Ugborough Parish Council
Contact Details <i>Please supply contact details of project lead</i>	Name: Sarah Woodman Parish Council Clerk Address: Littledown Cottage Sigford Newton Abbot Devon TQ12 6LF Email: Sarah Woodman [ugboroughpc@yahoo.co.uk] Telephone: 01626 824568 or Richard Hosking Higher Court Barn Lower Bowcombe Farm Ugborough Ivybridge Devon PL21 0HN E-mail RichardWHosking@gmail.com Telephone ; 01752 690775
Name of proposed plan area	Ugborough Parish Neighbourhood Area 1
Map of proposed plan area	Plan attached
Statement confirming why the proposed plan area is appropriate	<u>Neighbourhood Area</u> <p>The Neighbourhood Area proposed is that part of the Parish of Ugborough that lies in the South Hams District, referred to as Ugborough South, but excluding that part of the Parish identified for development in the Ivybridge Site Allocation DPD and additional land between the development boundary and the boundary of adjoining country roads (to make a convenient plan boundary).</p> <p>The Neighbourhood Area has been chosen to avoid any complications in working with two different Local Plans for the Dartmoor National Park and South Hams District and to facilitate the Ivybridge Master Plan. A second Neighbourhood Development Plan could be proposed in future for the Dartmoor National Park. The current proposals are for development in Ugborough village and planning</p>

policies will be considered for the wider Neighbourhood Area.

Alternative areas considered as the Neighbourhood Area were;

a) **The whole Parish.**

The Parish Council decided against the selection of the whole Parish as the Neighbourhood Area as the development priorities identified were housing, community facilities and car parking in the village of Ugborough. Ugborough Parish includes the four main settlements of Ugborough, Bittaford, Wrangaton and Moorhaven. The Council considers that it is preferable to avoid the complexities of working with two Local Plans for the South Hams District and Dartmoor National Park. A second Neighbourhood Area can potentially be registered for the National Park Authority area.

b) **The LAX polling district.**

Ugborough Parish Council originally selected the LAX polling district as the Neighbourhood Area. This was based on the assumption that the Neighbourhood Area and Referendum Area would be the same, and with the intention of keeping the cost of the referendum to a minimum. The northern boundary of the LAX polling district was identified by the Electoral Office at South Hams District Council as bounded by the A38 on the eastern side and the Lud Brook to the west. However when plotting the electoral roll on a plan it showed that electors from the LAY and LAX polling divisions were peppered on either side of the boundary. This option chosen enables the whole of that part of the Parish in the South Hams District to be considered when drafting Neighbourhood Plan policies.

c) **South of the A38.**

A convenient geographical boundary but rejected as it leaves part of the South Hams District out of the Neighbourhood Area and does not coincide with a polling division.

	<p>d) South Hams District Council Administrative Division</p> <p>The Parish Council apply to register a Neighbourhood Area that follows the Administrative boundary of the South Hams District excluding that part of the Parish identified in the Site Allocation DPD as required for the development of Ivybridge (and possibly a little additional land to make a convenient administrative boundary). The Council considers that the possible development in Ugborough Village might generate some additional traffic through Bittaford and the Referendum Area may include the whole Parish. <i>Please explain why the proposed neighbourhood area is an appropriate designation</i></p>
<p>Type of plan proposed</p>	<p>Neighbourhood Development Plan or possibly Neighbourhood Development Order or Community Right to Build Order</p>
<p>Group Terms of Reference</p>	<p>See attached Terms of Reference</p>
<p>Signed</p>	<p>Cllr George Beable Chairman, Ugborough Parish Council</p> <p>.....</p> <p>Sarah Woodman Clerk, Ugborough Parish Council</p> <p>.....</p>

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



Neighbourhood Planning – Terms of Reference Ugborough Neighbourhood Plan Working Group (UNPWG)

Purpose of the Group

Ugborough Parish Council are a Qualifying Body for the purposes of the Town & Country Planning Act 1990 Section 61E (6) and as such apply for a Neighbourhood Area with a view to making a proposal for a Neighbourhood Development Plan (NDP), Neighbourhood Development Order (NDO) or Right to Build Order (RBO) to South Hams District Council.

Ugborough Parish Council established the Ugborough Neighbourhood Planning Working Group (UNPWG) at the Parish Council meeting on 12th October 2011 (11.092) to investigate the opportunities offered by the Localism Act 2011 relative to Neighbourhood Planning for the Parish of Ugborough.

The UNPWG have subsequently been authorised to prepare an application by Ugborough Parish Council for a Neighbourhood Area and to consult the community and formulate options for an NDP, NDO or RBO in accordance with the provisions of the Localism Act 2011.

Objectives of the Group

1. To investigate the opportunities offered by the Localism Act 2011 relative to Neighbourhood Planning for the Parish of Ugborough.
2. To apply for a Neighbourhood Area.
3. To consult with the Community to establish whether an NDP, NDO or RBO is desirable, and if so what it should contain.
4. To facilitate the production of an NDP, NDO or RBO.

Membership and Governance

Who are the Members of the Group? What are the roles and responsibilities of individual Members?

1. Cllr George Beable – Chairman
2. Cllr Richard Hosking – Planning Supervision
3. Cllr Tom Holway – Budget Supervision – Affordable Housing and Grants
4. Cllr Edd Johns
5. Cllr Richard Hutcheon
6. Cllr Lindsey Ward

What arrangements are in place for bringing in replacement and/or additional Members?

7. The UNPWG are appointed and removed by the Parish Council at meetings of the Council as required.
8. The Parish Council will invite and appoint to the UNPWG members of the community who have appropriate skills to assist with and support the preparation of an NDP, NDO or RBO.
9. The Parish Council will appoint such members of the Parish Council as required to serve on the UNPWG.

How will declaration of interests be managed?

10. Councillors and other members of the UNPWG will be required to declare any actual or potential conflicts of interest. When appropriate, individuals with a conflict of interest will be required to leave the meeting and may be asked to stand down from the UNPWG.

If voting is required, what voting arrangements are in place?

11. The UNPWG is a Working Group and as such is not empowered to make decisions on behalf of the Council unless so authorised. No powers have yet been delegated to the UNPWG with the exception of the power to organise meetings as required, and the UNPWG must report to and seek the authority of the Parish Council for all other decisions.

Which decisions will be referred to the parish/town council?

12. All decisions excepting the arrangement of meetings will be referred to the Parish Council unless delegated by the Parish Council at a Parish Council meeting.
13. The Chairman of the UNPWG may call such meetings as he/she considers necessary to fulfil the objectives and decide the format and agenda of the meetings unless specified by the Parish Council.

What procedures are in place for dealing with conflict resolution?

14. Initially any conflicts will be addressed through the Chairman of the UNPWG and resolved by discussion within the group. Should a satisfactory resolution not be found the matter will be referred to the Parish Council who will resolve the conflict if necessary by a vote.

Reporting and Feedback

How will the Group share information with the community?

The UNPWG has developed a comprehensive Consultation Strategy and Communications Programme which includes action to:

1. post records and reports on the Ugborough Parish website;
2. publish regular progress reports in the Parish Newsletter;
3. build an e-mail database for information circulation purposes;
4. explore the use of social media (eg a Facebook page);
5. use such other means of providing information as deemed appropriate from time to time.

How will minutes of meetings and feedback from events/consultations be recorded and made available?

6. Meetings of the Parish Council, where decisions are made, are formally minuted.
7. Feedback from events/consultations are covered by the Consultation / Communications plan and will be made available through the media noted in points 1 to 5 above.

Resources and Finance

How will the project be funded?

1. South Hams District Council, with the support of Ugborough Parish Council, applied for Frontrunner funding and £20,000 has been advanced to South Hams

District Council (SHDC) for this purpose. The Parish Council has received e-mail confirmation that this sum is held on their behalf by SHDC for the purpose of Neighbourhood Planning.

2. Funds may be raised using the Parish Precept if necessary.
3. Grant availability will be monitored and applied for where appropriate.
4. Additional funding may be applied for under S120 of the Localism Act 2011 if required.

Are any additional resources required?

5. The requirement for resources will in part be dependent upon future decisions as they evolve in response to public consultation, legislation, regulation and funding. Areas already identified as possibly requiring support from South Hams District Council include: Creating of an Evidence Base, Sustainability Appraisal / Strategic Environmental Assessment.
6. Funding for Affordable Housing and Community Facilities will be reviewed prior to decision to include within an NDP, NDO or RBO

Monitoring and review

How will the plan be monitored?

1. The NPWG has prepared a draft Project Brief, a draft Budget, a Project Time Line and draft Consultation Strategy.
2. These documents will be reviewed on a periodic currently biannual basis, currently with support from NALC/CPRE.

Approval of Terms of Reference

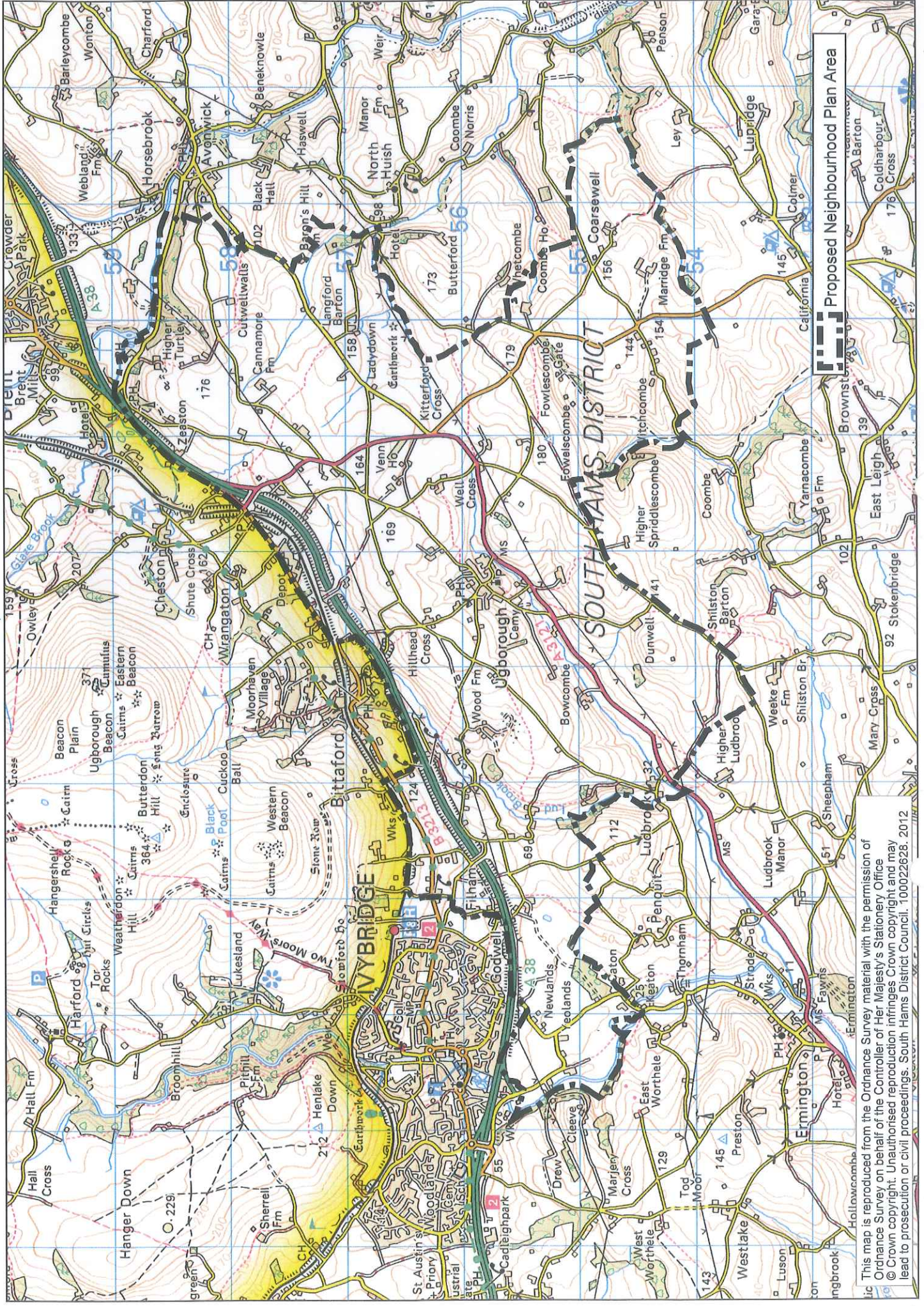
1. These Terms of Reference were approved at a meeting of the Parish Council on Wednesday 12th December 2012.

Review of Terms of Reference

1. These Terms of Reference will be reviewed at the time that any member joins or leaves the Group or six monthly since inception or the last change of membership.

Signed

1. Cllr George Beable
 2. Cllr Richard Hosking
 3. Cllr Tom Holway
 4. Cllr Edd Johns
 5. Cllr Richard Hutcheon
 6. Cllr Lindsey Ward
- Date 12th December 2012



Proposed Neighbourhood Plan Area

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