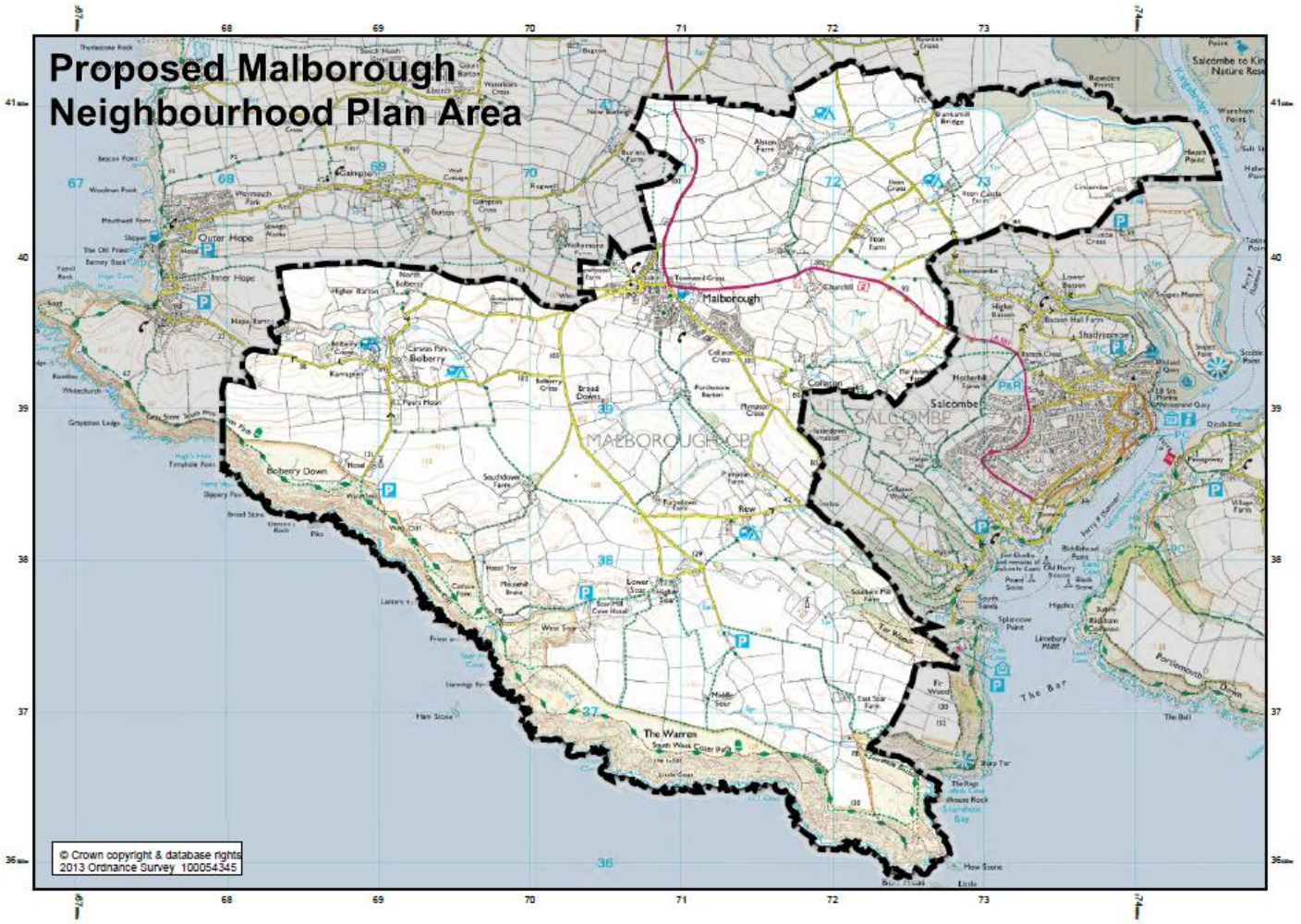


## Application Form for Designation of Neighbourhood Area

<b>Name of Applicant</b> <i>(this must be a Parish or Town Council)</i>	Malborough Parish Council
<b>Contact Details</b> <i>Please supply contact details of project lead</i>	Name: Mrs Debbie Ede, Parish Clerk Address: c/o 1 Coastguard Cottages Soar, Malbrough Devon TQ7 3DS Email: debbieede@btinternet.com Telephone: 01548 560963
<b>Name of proposed plan area</b>	Malborough Parish Boundary
<b>Map of proposed plan area</b>	<i>Please supply a separate map showing the boundaries of the proposed neighbourhood area</i> See attached
<b>Statement confirming why the proposed plan area is appropriate</b>	<i>Please explain why the proposed neighbourhood area is an appropriate designation</i> It is the complete entity of Malborough, allowing for a holistic plan
<b>Type of plan proposed</b>	<i>Please circle</i> <div style="border: 1px solid black; border-radius: 50%; width: 150px; height: 40px; margin: 10px auto; display: flex; align-items: center; justify-content: center;"> <span style="margin: 0 10px;">Neighbourhood Development Plan</span> </div> Neighbourhood Development Order Community Right to Build Order
<b>Group Terms of Reference</b>	<i>Please supply a separate sheet detailing the Group's Terms of Reference</i>

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

# Proposed Malborough Neighbourhood Plan Area



*SHDC Neighbourhood Planning - Template for Terms of Reference*

MALBOROUGH PARISH COUNCIL;  
ToR NEIGHBOURHOOD DEVELOPMENT PLAN

Please note that the questions on this page are for guidance only. Groups are not expected to answer all the questions but should set out enough detail to ensure that the community can see how the group writing the plan intends to work, who the key contacts are and how they will make decisions.

**Purpose of the Group** To deliver a Neighbourhood Development Plan for the parish of Malborough

**What is the main aim of the Group?** The key output will be a Neighbourhood Development Plan, developed and endorsed by the people of Malborough, to secure the future of the village and its environs as a vibrant, growing and prosperous community.

**Objectives of the Group** To steer and facilitate the processes and steps inherent in producing a NDP

**Membership and Governance** The steering group will, in the first instance, comprise of the nine Parish Councillors plus the Clerk as Project Manager. This inaugural group will, whilst keeping the Parish fully informed and briefed, determine the project plan and timescales. A Steering Group will then be formed comprising of no more than 15 members, at any one time, drawn from the whole community. There will be a core team of the Project Manager, Council Chairman and a .n. other Councillor. The community will then be asked to 'dip and out', according to the topics under discussion/stage reached in the plan, to fill the remaining twelve places. This should allow the Parish to maximise the expertise, skills and resources available to the group.

**What are the roles and responsibilities of individual Members?**

Initially:

Parish Clerk; Project Manager

Council Chairman; Chair of Steering Group

Core Councillor; Deputy Chair and Communications lead

Parish Council; underwrite, support, facilitate and inform. Compliance monitoring (timelines, budget etc.) Resource decisions, endorsement of any changes to ToR.

SHDC lead officer will be available by email, telephone or for meetings at his/her place of work during normal office hours to support the Group throughout all stages of plan preparation. This support will be provided in the form of:

- Technical advice: supplying information about planning-related issues, environmental considerations and plan preparation, including advising whether a
- Sustainability Appraisal and/or Habitats Regulation Assessment is required;
- Evidence gathering: signposting the Group to organisations, websites and published data where there is information to support the plan.
- Advice and guidance on Parish Housing Needs Surveys will also be provided;
- Funding advice: advising the Group of available and forthcoming grants which could be used to support the plan; and
- Community consultation: suggesting options for community engagement and providing advice on surveys, events, publicity and other consultation methods.

**What arrangements are in place for bringing in replacement and/or additional Members?** The Community will be kept fully informed with an on-going invitation to get involved and contribute. By flexing the membership of the Steering Group we hope to attract all interested parties to the table.

The village has a local village magazine - delivered to all households within the Parish. This is a powerful communication medium augmented by the two village notice boards, Councillor feedback and close liaison with other Clubs, Societies, businesses and organisations within the village. The village website will also be used to track progress, invite inputs etc. Public Meetings and drop in surgeries will also be used during the course of the plans' development.

**How will declaration of interests be managed?** The Code of Conduct used and adopted by the Parish Council will be adopted by the Steering Group.

**If voting is required, what voting arrangements are in place?** A simple majority decision will take forward any proposal (assuming the proposal is not ultra vires). The Chair will have a casting vote. Quorate will be Chair (or Deputy Chair) plus 4 (ie a total of 5 out of 15 members or 33%).

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

Any recommendation to commit funds and any requests for additional resources including the employment of ad hoc labour (planning expertise for example) will be determined by the Parish Council. Any changes to the ToR or make up of the Steering Group will need to be endorsed by the Parish Council as will changes to the timescales and project plan.

**What procedures are in place for dealing with conflict resolution?** Notices & Minutes will be available for Public Scrutiny. Meetings are open to all residents of the Parish and those who work in it and will include open forum opportunities. This is about the Parish coming together and producing a plan which will be adopted and endorsed by the majority. There will be contentious issues, for example, development will happen and we cannot conflict with any strategic policies within this plan or prevent development included within it. The development of the plan will be wholly inclusive and transparent and, as above, decisions will be reached by simple majority. At the end of the day the referendum will decide how successful the process has been.

**Reporting and Feedback**

} covered above

How will the Group share information with the community?

-“-

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

**Resources and Finance** Grant applications will be made to Locality and close liaison with SHDC will also be required to ensure Malborough's fair share of centrally funded initiatives is obtained. The Parish Council will set the budget, endorse and monitor all expenditure. It will also manage cash flow and underwrite, to a maximum of £1,000, other discretionary expenditure.

**Are any additional resources required?** To be determined

**Monitoring and review** The project plan itself will set out clear timelines and objectives which will be continually monitored by the Steering Group and Parish Council.

**How will the plan be monitored?** Ultimately, on the Plan succeeding and being adopted by the Village, the Parish Council will undertake a full Post Implementation Review over the life of the Plan.

Prepared by

(Mrs) Debbie Ede BSc (Hons), CPFA  
Clerk to Malborough Parish Council  
Date: 3<sup>rd</sup> July 2013 version 1

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