

THE IVYBRIDGE NEIGHBOURHOOD PLAN STEERING GROUP

TERMS OF REFERENCE/CONSTITUTION

1. Name

The name of the Group shall be THE IVYBRIDGE NEIGHBOURHOOD PLAN STEERING GROUP (hereafter referred to as "The Group").

2. Mission statement

A community based group working in partnership to deliver a Neighbourhood Plan for Ivybridge, reflecting the ambitions of the town to the period 2031, covering the area designated by South Hams District Council.

3. Vision

Ivybridge, a Friendly Mill town, offering the opportunity for healthy and sustainable lifestyles with a future which embraces its edge of Moor, bridge and riverside location.

4. Objectives

The Group shall be non-party in politics and non-sectarian.

- To ensure the production and delivery of a Neighbourhood Plan for Ivybridge, and to take part in the DCLG programme.
- To communicate findings, ideas and approaches for the Neighbourhood Plan to the Town Council and work in partnership with District and County Councils.
- To secure funding or identify funding streams to support the development of the plan.
- To consult with, and involve the community in the development of the plan, with a view to securing support at a referendum.
- Identify areas, or specific sites, to accommodate the necessary development, in accordance with the LDF.
- Promote growth that is suitable for the Ivybridge Neighbourhood area as part of maintaining a balanced and thriving community.
- Produce appropriate timescales and delivery mechanisms for the Neighbourhood Plan
- To take the Neighbourhood Plan to adoption by South Hams District Council.

5. Membership and Meetings

The Group shall consist of –

- (i) Not less than ten (10) members and no more than fourteen (14) in total each of whom shall have one vote, who shall be as follows:

Ivybridge Town Councillors (2)
 South Hams District Councillors (3)
 Devon County Councillor (1)
 Ugborough Parish Council (1)
 Voluntary sector/local residents/specialist advisors (7)

The Committee will meet as often as it shall decide, with a minimum of five clear working days notice given prior to a meeting taking place.

A quorum shall be declared when a minimum of 7 members are present. All decisions shall be arrived at via voting amongst those voting members present; the Chairman (who will be elected at the first meeting) shall have a casting vote.

In addition the Committee shall have the power to co-opt individuals (as non-voting members) on an ad hoc basis.

The Group may appoint topic groups to operate on its behalf. Involvement in the topic groups shall be open to all people who live, operate a business, or hold a specific interest in the Ivybridge Neighbourhood Plan area, and will be expected to exercise balanced consideration for the needs of all aspects of the local community.

The public and the press may attend meetings of the Group but at any such meetings the public and press can be instructed to withdraw if a majority of the Group present vote that it is advisable in the public interest that they do so in view of the sensitive or confidential nature of the matter about to be discussed.

6. Finances

Ivybridge Town Council shall act as the accountable financial body for the Group.

7. Administrative Support

Administrative support shall be provided by Ivybridge Town Council who will attend all meetings in a non voting capacity and will arrange for notes to be provided to members of the Steering Group within 10 days, and to members of the public within 21 days.

8. Terms of Reference/Governing Document

This document shall only be amended by resolution passed by the majority of those members attending a Group Meeting. Notice of proposed amendments to this document must be submitted to the Secretary/Co-ordinator for circulation to members not less than 21 days before such a meeting.

8. Conflict of Interest/Affiliations

A "Conflict of Interest" might occur where there would be a personal financial gain or benefit to an individual or business. This is known as a pecuniary interest and must be declared. However it is

recognised that this Group is an advisory body, not a statutory decision making group, but individuals should declare any interests at the outset and these should be publicly available.

Organisations and businesses may assist in the production of the Neighbourhood Plan and may contribute to the cost of producing it. Details of any donations or assistance must be made publicly available and must not influence the recommendations of the plan.

9. Standards of Conduct

Members of the Group are required to comply with the following standards of conduct.

- Show respect for fellow members views during meetings:
- Act in a courteous manner when representing the Group in communicating with members of the public and when attending internal and external meetings.
- Accept and abide by decisions in a positive and constructive manner.
- Do not represent "personal" views to the Press or media.
- It may be necessary to maintain confidence on some documentation received in the consultative processes of the Committee – those situations will be made clear.
- Maintain confidence in relation to individual members views expressed in the course of the meetings.

Failure to comply

The Chair will be required to consider any complaints as to breaches of these guidelines and will take necessary action to address any breaches.

The sanctions available to the Chair will range from the opportunity for remedial action to expulsion from the Group.

10. The following individuals will form the basis of the Steering Group:

Councillor Karen Pringle – Ivybridge Town Council.
 Councillor Anthony Khong – Ivybridge Town Council.
 Councillor Roger Croad – Devon County Council.
 Councillor Mike Saltern – South Hams District Council.
 Councillor Cathy Cuthbert – South Hams District Council.

Councillor Tom Holloway – South Hams District Council & Ugborough Parish Council.
 Councillor Richard Hosking – Ugborough Parish Council & Devon County Council.

Tim Offer – Architect, Plymouth University.

Lee Rider – Sport in Ivybridge.

Bruce Robinson – Member of the Community.

Steve Hitch – Leisure and Architect, former Chairman of Ivybridge Regeneration Group

Martin Sibley – resident of Filham Cottages and Ugborough Parish.

Hannah Whiting – Plymouth University Geography student from Ivybridge taking the community as her project. Worked with the Town Council on the community consultation in summer 2014.