



# St Stephen in Brannel Parish Council

Mrs Linda Ranger - Clerk and RFO  
E-mail: [clerk@ststepheninbrannel-pc.org.uk](mailto:clerk@ststepheninbrannel-pc.org.uk)  
[www.ststepheninbrannel-pc.org.uk](http://www.ststepheninbrannel-pc.org.uk)

Office 2, Brannel Room  
22 Fore Street, St Stephen  
St Austell, PL26 7NN  
Tel: 01726 823003  
Fax: 01726 821233

## St Stephen in Brannel Parish Neighbourhood Plan Steering Group

### Terms of Reference.

#### **Purpose:**

To develop a community led Neighbourhood Plan for the St Stephen in Brannel parish area which will

- (a) Set a deliverable community vision for a Neighbourhood Plan for the parish area to include policies for the use and development of land and infrastructure to create jobs and contribute to a vibrant local economy.
- (b) Ensure that housing, local services, and community facilities are in place to meet the needs of local communities
- (c) Set deliverable clear community goals for the preservation of the character of the parish area including protecting and enhancing the natural environment and the built and historic environment.
- (d) Present a completed draft plan for approval by St Stephen in Brannel Parish Council (The "Qualifying Body") and subsequent submission to Cornwall Council for adoption (pre-referendum)
- (e) Present regular reports to the parish council on progress.

#### **Powers:**

The Steering Group will have the powers, to carry out all things necessary or expedient for the fulfilment of its objectives, subject to:

- (a) Promoting equality for all persons involved
- (b) Working within a code of ethical standards
- (c) Working within finances available
- (d) Working with and taking advice from the parish council's appointed planning consultant
- (e) Ensuring proper and adequate public engagement and consultation

The Steering Group is not a formal committee or subcommittee of the parish council so it will have no executive powers to act for the parish council, but as the parish council is the defined Qualifying Body, will need to ensure that

- (a) Acts within the statutory powers of the "Qualifying Body" including matters relating to statutory consultation under the Neighbourhood Plan Regulations and submission of the draft plan for examination by a Cornwall Council appointed Examiner
- (b) Finance is available to support the Plan within the council's budget

**Membership:**

Membership of the Steering Group is open to any resident, business, landowner, group, society and organisation within the parish area. The parish council will appoint seven Councillor representatives, one of which will be the Chair of the Steering Group, the other six representatives will represent interests in the main themes of the Plan, i.e. Planning (inc. Housing), the Environment, Leisure and Transport. The Clerk will attend to ensure good governance.

**Meetings:**

The Steering Group will meet monthly over the period of the evolution of the Plan and an appointed representative will report regularly to the Parish Council. The dates will be made available to local communities in advance.

Minutes will be kept formally and be available for public inspection

These Terms of Reference may be reviewed and amended by St Stephen in Brannel Parish Council at any time.