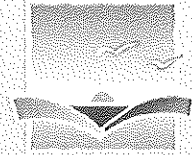


Group Terms of Reference



South Hams
District Council

Name of Group

Stoke Gabriel Parish Council (SGPC)

Purpose of the Group - What is the main aim of the Group?

To deliver a Neighbourhood Plan for the Parish and surrounding hamlets of Stoke Gabriel

Objectives of the Group - What is the Group hoping to achieve? – Key Outputs

- 1) To investigate the opportunities offered by the Localism Act 2011 relative to Neighbourhood Planning for the parish of Stoke Gabriel
- 2) To apply for a Neighbourhood Plan
- 3) To facilitate the production of an NDP

Membership and Governance

Who are the Members of the Group?

What are the roles and responsibilities of individual Members?

Membership of the group to be known as the Steering group will include the following:

Parish Clerk	- Project Manager
Core Councillor	- Chair of Steering Group
Councillor	- Vice Chair of Steering Group
Parishioners	- four or five additional members

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

Additional members will be co-opted to strengthen the group in respect of particular issues or opportunities identified in the course of the plan preparation

How will declaration of interests be managed?

Members will be requested to declare any pecuniary interests in particular issues or land as appropriate as a condition of their participation in the plan preparation

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

Voting if appropriate will be by a show of hands with the Chairman having a casting vote

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

Any decisions which cannot be made will be put to the full Parish Council for a decision

Reporting and Feedback	
	Information will be shared with the community through Parish Council meetings and the Parish Web site. Minutes of the Steering Group and workshops will be recorded and displayed on the Stoke Gabriel Parish Council notice boards and web site. Copies will be kept for public inspection by the Parish Clerk and Group Chairman
Resources and Finance	Resources and Finance Grant applications will be made to Locality and close liaison with SHDC will also be required to ensure Stoke Gabriel'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 £ 1,000.00, other discretionary expenditure.
Monitoring and Review	Monitoring and reviewing the project plan itself will set out clear timelines and objectives which will be continually monitored by the Steering group and Parish Council.
	Ongoing arrangements for the review and monitoring of the progress on the plan's implementation after adoption will be set out in the plan.