

# St Sampson Parish Neighbourhood Development Plan

## Consultation Statement

2021 - 2030



*“Taclow da a wher yn Golans”*

“Good things happen in Golant”

Produced by the St Sampson Parish Neighbourhood Development Plan Steering Group

Date document produced January 2021

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## **Introduction**

The Consultation Statement has been prepared to fulfil the legal obligations of the Neighbourhood Planning Regulations 2012 under Section 5(2). A Consultation Statement:

- (a) Contains details of the persons and bodies who were consulted about the proposed neighbourhood development plan.
- (b) Explains how they were consulted.
- (c) Summarises the main issues and concerns raised by the persons consulted; and
- (d) Describes how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan.

This Consultation Statement summarises all the statutory and non-statutory consultation that has been undertaken with the community and other relevant statutory bodies and stakeholders in developing the St Sampson Parish Neighbourhood Development Plan. It describes how concerns have been addressed and what changes have been made to the final Plan because of the pre-submission consultation.

## **Aims of the Consultation**

**Purpose of Steering Group** – to design, implement and oversee the Neighbourhood Development Plan process in order that this will then progress to Independent Examination and a successful community referendum and ultimately be adopted by Cornwall Council.

## **Principles**

1. That the Steering Group will undertake the process in a democratic, transparent, and fair fashion, allowing opinions and ideas to be put forward by all.
2. That the Steering Group will give or encourage those who live in the parish the opportunity to inform and shape the process e.g., through taking part in the consultation process.
3. That the Steering Group will make this a positive and constructive process.
4. That ultimately it is intended to take a holistic approach that will improve quality of life and strength the community.

*(For full terms of reference see Appendix 8)*

## **Background Information to the Consultation on the Neighbourhood Plan**

1. Initial Public Involvement
  - Questionnaires were distributed in the Parish – a standard questionnaire and a young person's questionnaire to ensure that the views of the full Parish demographics were represented.
  - Public meetings were held in April, July, and August of 2015 – with accompanying displays in the Village Hall to advise of progress and seek further input and views.
2. Neighbourhood Development Plan steering group
  - An initial meet of the steering group was held on 4<sup>th</sup> March 2015.
  - Successful designation for NDP 14<sup>th</sup> April 2015.

Due to the very small nature of the Parish the steering group worked as a single team. As the plan has been developed over a long period the membership of the group has changed.

| <b>Neighbourhood Plan Steering Group Members</b> | <b>Responsibility</b>                                   |
|--------------------------------------------------|---------------------------------------------------------|
| Sue Reardon                                      | Lead (Initial Role)                                     |
| Steve Phyllis                                    | Parish Representative                                   |
| Jenny Kidd                                       | Parish Representative                                   |
| Roger Fry                                        | Parish Representative                                   |
| James Fuge                                       | Parish Representative                                   |
| Robin Anderson                                   | Parish Council Representative (Lead after Sue Reardon). |
| Siobhan Harper                                   | Parish Councillor and NDP Lead (from 2019)              |

### 3. Community consultation initial survey

The First Questionnaire, including one to local Businesses and one specifically targeted at the younger residents of the Parish, was distributed to every household in the Parish. The three key headings were economic benefits, social benefits, and environmental benefits.

The three questions were

- What would you like to see happening here to bring economic benefits to our Parish?
- What do we need to do to secure social benefits for our community?
- What should we be doing to protect and enhance our local environments?

The questionnaires allowed for free text. 38 forms were returned by the deadline of 31 May 2015. 18 forms were delivered to young people (Age 17 and under) and 6 of these were returned.

A more detailed questionnaire was then developed and building on the themes and responses in questionnaire 1. 200 of these were distributed and it was advertised in the local Parish magazine, The Golant Pill. 103 of these forms were returned (52%) and analysed.

### 4. Community consultation initial survey results

Broad consensus/ strong support for: -

- Re –open the toilets, to have a Village shop, to clean up the village.
- Improve Transport.
- Oppose wind turbines (and solar farms).

In addition to these key themes there was a broad consensus about valuing the assets of the village; The Green, The River, Pill, slip and quay, Village Hall, car park - and if added to “Village Clean up” this grouping would be the most numerous concerns of the people who completed questionnaires.

Comments were also made valuing the work people do in the neighbourhood including our community work and voluntary activity.

Parishioners agreed about the need to respect and preserve the character of the neighbourhood and the village. This included the Visual Amenities of landscape and skylines, the community spirit of existing events and activities and local businesses.

The maintenance and improvement of the infrastructure of the Parish was a theme including the roads, parking, The Pub, Pill, Slip and Quay, River, The Green, Village Hall, Church, Rowing Club, Gallery. Also, the people and community including demographics/ employment/attitudes/voluntary sector.

Environment was also a concern with Parishioners keen to preserve the wildlife and parishioners have expressed concern about: - Roof lines/heights/ skylines/views/size constraints. A key theme was respect for the character of the Parish with any change of use or new build.

Areas where there was a division of opinion and no consensus.

- Affordable Housing. Local businesses. Some responses were strongly in favour, others strongly against.

In summary Q1 provided some helpful material upon which to base a much more detailed survey. It was apparent that our neighbourhood priorities are about; valuing our assets, (amongst which are our people), cleaning up the village at Golant and providing toilet facilities, getting a village shop back in Golant, improving transport links, opposing wind turbines in the AONB. Beyond that broad consensus, we did not have a consensus on affordable housing, new building and new businesses for our neighbourhood.

## 5. Public Engagement Events

Public Meetings, where evidence from the surveys and other Parish information were displayed and input sought, were held in April, July and August 2015. All interested Parties, including Parishioners, Land and Small Business owners were invited to attend.

## 6. Pre-submission consultation (Regulation 14) Community engagement

The Pre-Submission consultation on the draft plan proposal was held between 1<sup>st</sup> February 2020 and 14<sup>th</sup> March 2020. Email letters and a links to the draft plan for consultation were sent to all Parishioners for whom electronic contact details were held. There are a significant number of the local resident's electronic contact details held as the Parish has an electronic information and communication structure. Hard copies of the Neighbourhood Plan were available to view at the Village Hall and the local pub, The Fisherman's Arms, during the six-week consultation period. The documents were available to download from the parish council website during the consultation period.

In addition, a Public meeting was held on 15<sup>th</sup> February 2020 which a number of parishioners attended. The meeting was an informal discussion where individuals were free to discuss the plan and add suggestions. Key points made were noted and addressed in the revision to the NDP.

## **Main Issues and Concerns Raised during the consultation**

### **1. Community Pre-submission consultation second survey results**

Points raised in the Pre-submission community consultation process.

- More focus on the assets of the village to include reference to St Sampson Parish Church, the local public house, rowing club, canoe club and the Village Hall.
- To make the language of the document stronger. Wording to change from “should” to “will”
- Some, but limited, feedback regarding preferences for projects on which the Community Infrastructure Levy monies should be spent.
- Strong support for the focus on the importance of views being a key residential amenity.
- Strong support for any future development to be sympathetic to the style and character of the village.
- Strong support for the protection and development of the village infrastructure including ensuring sufficient parking facilities in all new development. Support for all new development to be energy efficient to support the Parish’s support for climate change initiatives.
- Inclusion of specific policy relating to the support for continuous improvement of the Marine access assets; Golant Quay and the slip way by the Rowing Club

### **2. Pre-submission consultation (Regulation 14) Formal Consultee engagement**

Letters (Appendix 1) were sent either electronically, or via mail where email contact details could not be found, to the organisations listed in Appendix 2. The only responses, other than to acknowledge the plan, received from these organisations were; the wish to include information on St Samson Parish Church in the Plan and the wish to have the NDP refer to the South West Marine Plan and support the plan’s comments regarding development or environmental changes linked to the marine area.

The comments from Parishioners and organisations were considered by the Parish Council and agreement reached as to whether changes/additions would be made to the plan. Appendix 6.

## **Final draft Neighbourhood Plan**

The St Sampson Parish NDP Steering Group have amended the draft St Sampson Parish Neighbourhood Development Plan from comments received during the Pre-Submission Consultation from statutory organisations, businesses, and members of the community.

The St Sampson Parish Council approved the draft St Sampson Parish Neighbourhood Development Plan proposal at their Council Meeting on 24<sup>th</sup> March 2020. Appendix 7.

## **Appendices**

### **Appendix 1: Letter to businesses, utility companies and other organisations for consultation.**



28<sup>th</sup> January 2020

Dear Sir or Madam

**St Sampson Parish Council Neighbourhood Development Plan: Pre-Submission Consultation**

**Neighbourhood Planning Regulations 2012 (Part 5, regular 14)**

We are delighted to say that the Neighbourhood Development Plan is at its final stage of preparation and local consultation. Many individuals who have played pivotal roles in getting the plan to this stage and once approved the Neighbourhood Development Plan will give us a clear direction for the Parish.

We now enter a period of consultation, within the Parish and with external agencies, Local Parishes and other key Companies. The period of consultation starts on 1<sup>st</sup> February and lasts for 6 weeks.

We would request that you read the final draft of the plan and contact us if you have any comments for consideration. To do this we would be grateful if you could either email any comments, using the format below, to [harperstsampson@gmail.com](mailto:harperstsampson@gmail.com) or via post to Siobhan Harper, Parish Councillor, Timberdown, Water Lane, Golant, Fowey, Cornwall, PL23 1LF.

If possible, please ensure you use the format provided so that we can review and collate all feedback in the same format. If this is not possible then please just email details with the section references included. The deadline for all feedback is 14<sup>th</sup> March 2020.

Once feedback has been received and collated it will be reviewed by the Parish Council together with feedback from the residents and the Neighbourhood Development Plan will be amended, if necessary in line with comments, and finalised prior to submission for approval and adoption.

Thank you for taking the time to review this plan and be part of the development of the future focus of our Parish.

Yours faithfully

Siobhan

Siobhan Harper - Parish Councillor

FEEDBACK FORMAT (please copy and paste if sending feedback via email)

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St Sampson Parish Neighbourhood Development Plan Pre-Submission Consultation Feedback Format

*Policy Reference: (Neighbourhood Planning Regulations 2012 (Part 5, regulation 14))*

|                                                                                                                                                    |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Name or Business/Interest Group                                                                                                                    |  |
| <p>Comment:<br/>(Where comments refer to particular sections of the Neighbourhood Development Plan please can you include a section reference)</p> |  |

Replies to: [harperstsampson@gmail.com](mailto:harperstsampson@gmail.com)



## Appendix 2

### Pre-submission consultation (Regulation 14) Formal Consultee Responses

The table sets out the statutory organisations that were consulted during the Pre-Submission consultation stage of the Neighbourhood Plan process.

| <b>Statutory Organisation</b>       | <b>Comment Received</b>                                                         | <b>Action Taken</b>                                            |
|-------------------------------------|---------------------------------------------------------------------------------|----------------------------------------------------------------|
| Natural England                     | Include reference to the "Magic" website for bio-diversity information          | Included in NDP                                                |
| Environment Agency                  | Email acknowledged but no response                                              |                                                                |
| Homes England                       | No response                                                                     |                                                                |
| Regulator of Social Housing         | No response                                                                     |                                                                |
| Historic England                    | No comment – email confirmed                                                    |                                                                |
| Network Rail                        | No response                                                                     |                                                                |
| Highways Agency                     | No comment – without prejudice to any future responses on site specific issues. |                                                                |
| Marine Management Organisation      | No response                                                                     |                                                                |
| Fowey Harbour Commission            | Include reference to the SW Marine plan which is currently being developed      | Reference included.                                            |
| South West Water                    | No comment                                                                      |                                                                |
| Fowey Parish Council                | No response                                                                     |                                                                |
| Lostwithiel Parish Council          | No response                                                                     |                                                                |
| Tywardreath/Par Parish Council      | No response                                                                     |                                                                |
| St Sampson Church                   | Include reference to the Church as a Parish asset                               | Included in NDP                                                |
| Village Hall Committee              | Happy to be referenced as Parish Asset                                          | Included in NDP                                                |
| St Veep PC                          | No response                                                                     |                                                                |
| St Winnow PC                        | No response                                                                     |                                                                |
| Lanlivery PC                        | No response                                                                     |                                                                |
| Lanteglos PC                        | Comments supplied 27.11.20                                                      | No objections, reference suggested to Castledore now included. |
| Three                               | No response                                                                     |                                                                |
| O2 and Vodaphone                    | No response                                                                     |                                                                |
| EE                                  | No response                                                                     |                                                                |
| Ofcom                               | No response                                                                     |                                                                |
| Royal Cornwall Hospital Trust       | No response                                                                     |                                                                |
| Kernow Clinical Commissioning Group | No response                                                                     |                                                                |
| Healthwatch Cornwall                | No response                                                                     |                                                                |
| National Grid                       | Confirmation of no assets in development plan location                          |                                                                |
| Western Power Distribution          | No response                                                                     |                                                                |
| EDF Energy                          | No response                                                                     |                                                                |

1<sup>st</sup> February 2020

Dear Parishioners

**St Sampson Parish Council Neighbourhood Development Plan: Pre-Submission Consultation**

**Neighbourhood Planning Regulations 2012 (Part 5, regular 14)**

We are delighted to say that the Neighbourhood Development Plan is at its final stage of preparation and local consultation. We would like to extend a huge thank you to the many individuals who have played pivotal roles in getting the plan to this stage. Once approved the Neighbourhood Development Plan will give us a clear direction for the Parish and a stronger voice in planning and development decisions.

We are circulating the plan by email, and posting the final draft on the website, to reduce costs and paper usage. We will however print some copies that will be left in the Village Hall and the Pub so that individuals may either read them in-situ or borrow for a couple of days

You will notice that the plan has changed since the initial drafts. This is to be in line with the format required by the Authorities who approve the plan. There was a lot of background information about the Parish which has been removed as the final document did not require that level of detail. None the less, the work that went into that background information provided strong evidence to guide the final draft that is now being circulated.

We now enter a period of consultation, within the Parish, that starts on 1<sup>st</sup> February and lasts for 6 weeks. We would request that you read the final draft of the plan and contact us if you have any comments for consideration. To do this we would be grateful if you could either email any comments, using the format below, to harperstsampson@gmail.com. Alternatively, if you do not have email access, we will leave a box in the Village Hall and the Fisherman's Arms where you can leave your comments. Or, pop it through my letter box at Timberdown, Water Lane.

In addition we propose to hold a drop-in session in the Village Hall on Saturday 15<sup>th</sup> February 2020 from 2pm to 4pm when Siobhan Harper (Councillor and Parish Council Lead for Neighbourhood Development Plan) will be on hand to hear your feedback and ensure that we gather the views of all.

Please ensure you use the format provided so that we can review and collate all feedback and that you give your feedback by the deadline of 14<sup>th</sup> March 2020. Please include both positive support for the plan as well as constructive ideas so that we have a complete picture of your views.

Once your views have been received and collated they will be reviewed by the Parish Council together with feedback from neighbouring Parishes, various utility companies and Cornwall Council and the Neighbourhood Development Plan will be amended, if necessary in line with comments, and finalised prior to submission for approval and adoption.

Thank you for taking the time to review this plan and be part of the development of the future focus of our Parish.

Yours faithfully

Siobhan

Siobhan Harper - Parish Councillor

FEEDBACK FORMAT (please copy and paste if sending feedback via email)

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St Sampson Parish Neighbourhood Development Plan Pre-Submission Consultation Feedback Format

*Policy Reference: (Neighbourhood Planning Regulations 2012 (Part 5, regulation 14)*

*Link for Neighbourhood Development Plan:*

<https://www.stsampsonparishcouncil.org.uk/data/uploads/460.pdf>

|                                                                                                                                            |  |
|--------------------------------------------------------------------------------------------------------------------------------------------|--|
| Name or Business/Interest Group<br>(individual responses can be anonymous if preferred)                                                    |  |
| Comment:<br>(Where comments refer to particular sections of the Neighbourhood Development Plan please can you include a section reference) |  |

Replies to: [harperstsampson@gmail.com](mailto:harperstsampson@gmail.com) , or in the boxes in the Village Hall and Fisherman's Arms

## Appendix 4

### Pre-Submission Consultation – Individual Community Responses Received

The table below sets out the individual comments received from members of the community during the Pre-Submission consultation and the action taken.

| Neighbourhood Plan Policy | Comment Received                                                                                                                                                             | Action Taken                                                                                   |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| 1. (from Public Meeting)  | Change wording from “should” to “will”                                                                                                                                       | Included in NDP                                                                                |
| 2. (from Public meeting)  | The Church, rowing club, canoe club, upper Saints Way footpath, Downs Hill footpath, slipway and Quay to be included as assets. Also mentioned in some individual responses. | Included in NDP                                                                                |
| 3. (from Public Meeting)  | Project for CIL – nature reserve at the end of the Pill                                                                                                                      | Added to list of potential projects in NDP.                                                    |
| 3. Individual             | More proactive approach to affordable housing                                                                                                                                | Discussed with Parish Council and decided that current NDP wording was appropriate. No change. |
| 4. Individual             | Support for views as residential amenities for planning and planting.<br>Support for Kayak store and mobile signal improvement (with local business opportunities in mind)   | No change.                                                                                     |
| 5. Individual             | Support for views as residential amenity and for charging point as use of CIL                                                                                                | No change                                                                                      |



## St Sampson Parish Neighbourhood Development Plan Consultation

We have sent out emails with links to the NDP and there are printed copies in the Village Hall and Fisherman's Arms.

Please have a read and let us know your views. You can email your comments to [harperstsampson@gmail.com](mailto:harperstsampson@gmail.com)

If you have matters you would like to discuss Siobhan Harper will be in the Village Hall on

15<sup>th</sup> February 2020 2pm to 4pm.

*Thank-you for your help and support for this important document.*

## Notes on Actions from consultation feedback

Responses:

6 attended the Pre-submission Public meeting

Responses via email 4

No responses in the boxes left in Village Hall and Fisherman's arms for paper comments.

Responses Discussed at Parish Council Meeting March 2020. The decisions are highlighted in blue.

To be added:

Village Assets

Church, Pub,

Rowing Club (accessible venue for hire), Canoe Club, slipway at the rowing club, Golant Quay and Slipway,

Include in NDP

Other Comments

More emphasis on green housing in wording – perhaps charging points in houses? [Change wording to strengthen Green housing, agreement not to include wording requiring dedicated charging points.](#)

Climate change – carbon neutral goal? [NDP to include reference to climate change and support of a carbon neutral goal](#)

Strengthening of terminology from should to will – ? [Wording in policies to be changed to “will”](#)

Definitions of affordable housing ? and say we want to have them. Query raised about second home ownership [Agreement that the current wording was sufficient regarding affordable housing and that the NDP should not include any restrictions on second home ownership to support the continued harmony in which full and part-time residents exist.](#)

Desire for more pro-active action in the NDP for affordable housing. [Agreement that, due to the size of the Parish, that a more pro-active \(seeking out developers etc\) approach was not appropriate at this time.](#)

Most mentioned use of money. To be charging points in car park x2. [This will be on the list of CIL projects. The small number of votes means it will not necessarily be the priority.](#)

Organisations Feedback:

Fowey Harbour Authority: References to SW Marine Plan to be included. [Agreed to be included](#)

Natural England: Refer to “Magic” website regarding biodiversity. [Agreed to be included.](#)

Other:

One comment from non-parishioner requesting inclusion of support for public use trains on the Lostwithiel/Par dock line. [No amendment included.](#)

Appendix 7

Excerpt from the St Sampson Parish Council Minutes dated 24<sup>th</sup> March 2020

[https://www.stsampsonparishcouncil.org.uk/data/uploads/469\\_113158484.pdf](https://www.stsampsonparishcouncil.org.uk/data/uploads/469_113158484.pdf)

## **19. Neighbourhood Plan**

**To receive and consider any matters arising relating to the Neighbourhood Plan**

**The Chairman said that Councillors are asked to consider the latest draft of the NDP for comment and to let Councillor S Harper any responses by close of business today. He said that the document will then be sent to Cornwall Council to judge if it meets with their approval and can go forward to the next stage (the referendum). Councillor S Harper said that she has had confirmation that the plan can be submitted to Cornwall Council and to do that a "consultation document" needs to be submitted. She said that Sue Reardon has already supplied her with names of the original Steering Group as they are needed for the submission. She said the document will be checked for legal compliance. She said that part of the email from the NDP department reads: "We are currently still dealing with neighbourhood plans, although NDP referendums are currently postponed until further notice. The lockdown also affects site visits for NDP examinations. You can still submit the plan and we can carry out the legal compliance check where an officer report is produced and the plan is signed off as legally compliant. This can take up to six weeks including legal compliance check and sign off. We would have to review when we carry out the statutory six-week consultation before the examination as we have extended the NDP deadlines for the plans currently at consultation for St Endellion and Lanteglos by Fowey." Councillor S Harper said that she was keen to keep this project moving forward.**

**[No responses received therefore revised version V .8 of St Sampson Parish NDP to proceed to next stage of approval.](#)**

**Excerpt taken from the Council Minutes 26<sup>th</sup> May, 2020**

[https://www.stsampsonparishcouncil.org.uk/data/uploads/473\\_85921460.pdf](https://www.stsampsonparishcouncil.org.uk/data/uploads/473_85921460.pdf)

## **15. Neighbourhood Plan**

**To receive and consider any matters arising relating to the Neighbourhood Plan**

Councillor S Harper said that she is compiling the 16-page consultation document to accompany the NDP. It was proposed by Councillor S Harper and seconded by Councillor D Johns that the final draft of the NDP be submitted to Cornwall Council. All Councillors voted in favour of this proposal.

Appendix 8 – St Sampson NDP Terms of Reference

## **St Sampson Parish Neighbourhood Development Plan Steering Group Terms of Reference**

### **1. Background**

It is intended that this process will enable the community to actively influence land use and development, as part of statutory planning, in accordance with the Localism Act 2012. The Parish Council see this as an opportunity to shape future development in the area whilst safeguarding and enhancing what is valued. The Steering Group has been established to oversee the process of preparing a NDP, within the context of the Cornwall Local Plan.

### **2. Purpose**

The Steering Group's purpose is to design, implement and oversee the Neighbourhood Development Plan process in order that this will then progress to Independent Examination and a successful community referendum and ultimately be adopted by Cornwall Council and become planning policy.

### **3. Principles**

- That the Steering Group will undertake the process in a democratic, transparent and fair fashion, allowing opinions and ideas to be put forward by all.
- That the Steering Group will give or encourage those who live in the parish the opportunity to inform and shape the process e.g. through taking part in the consultation process.
- That the Steering Group will make this a positive and constructive process.
- That ultimately it is intended to take a holistic approach that will improve quality of life and strengthen the community.

### **4. Tasks and Activities**

- Work with the Parish Council and ensure that it is fully informed throughout the process, and appropriate decisions referred to them when applicable;
- All key decisions must be mutually agreed by the Steering Group and Parish Council – hence the need to ensure communication is effective and appropriate;
- Prepare a project plan to set out how they will create a NDP;
- The project plan should contain a timeframe to focus activity and to aid planning;
- Publicise the intention to produce a NDP, to inform and engage the community, and publicise all subsequent activities and progress;
- Meet regularly to agree actions and discuss issues that arise, in order that the process is dealt with in an efficient and timely manner;
- Gather baseline information;
- Establish and understand the needs of residents and what the long term vision or aspiration is;
- Decide upon and, if required, set up sub-groups (or theme groups) to gather statistics, information and views, subject to this being agreed and delegated by the full steering group;
- Liaise with residents, partners and stakeholders throughout the development of the NDP;
- Consult as widely and thoroughly as is possible to ensure that the draft and final NDP is representative of the views of the residents;
- Analyse the available information to prepare the draft and final NDP;



- Produce notes/minutes from Steering Group meetings and circulate to the Parish Council and Steering Group members (and others as agreed to be appropriate e.g. support staff);
- Set up a mechanism to inform interested residents of progress e.g. monthly updates by email. Encourage residents to sign up to this;
- Actively publicise the draft NDP prior to the Referendum;
- Agree financial arrangements and budget with the Parish Council.

### **5 Membership of Steering Group**

- The Steering Group should consist of no less than 3 Members;
- The Parish Council must be represented on the Steering Group;
- Members must reside in St Sampson parish.
- A person living outside the parish but running an established local business may be invited to join, subject to there being no conflict of interest;
- The Steering Group shall be quorate when 2 members attend;
- Cornwall Council officers or Councillors, as well as other agencies appointed by the Council to support the process cannot be voting members of the Steering Group but are able to attend meetings and contribute to the discussions as required.

### **6 Roles within Steering Group**

- The Steering Group shall elect a Chair, Vice Chair and Secretary.
- If the Chair and Vice Chair are unable to attend a meeting then a temporary Chair (selected from the Steering Group members) will be elected for that meeting.
- The Secretary will take notes/minutes from the meeting, record main decisions and action points; and make available to the public these and any relevant information as appropriate.

### **7 Steering Group Meeting Arrangements**

- The Steering Group (and sub or theme groups) shall meet regularly and as necessary;
- The public can observe the meeting and speak at the Chairpersons discretion;
- Decisions from sub or theme groups should be relayed back to the full Steering Group for ratification and/or information;
- From time to time other stakeholders or interested parties may be invited to attend a specific Steering Group meeting to give a presentation and/or discuss their interest in the proposed NDP;
- A list of Steering Group members and contact details shall be maintained.
- Details of, and any changes to, the Steering Group membership will be notified to the Parish Council.

### **8 Finance**

- Expenditure to be agreed by majority decision by the Steering Group.
- Finance decisions will need to be recorded in the minutes and notified to the body holding the funds which is St Sampson Parish Council.
- Expenditure must fall within the level of funds held by St Sampson Parish Council on behalf of the NDP who will supply financial updates to the SG in order to make appropriate financial decisions.
- If expenditure is desired in excess of the funds available, this will need to be decided upon and agreed by the Parish Council.

### **9 Changes to the Terms of Reference**

Any amendments to the terms of reference may be made at a Steering Group meeting and agreed by the majority of the Steering Group members. Amendments will be notified to the Parish Council. Where appropriate, the Steering Group may decide that such changes should not be implemented until formal endorsement has been received from the Parish Council.

### **10 Dissolution of the Group**

The members will agree by a majority vote at a Steering Group meeting, to call a Special General Meeting for the sole purpose to dissolve the group.

Upon dissolution of the group any remaining funds shall be used to fund projects set out in the St Sampson Parish Neighbourhood Development Plan for the benefit of the community. No individual member of the group shall benefit from the dispersal.