**Totnes Neighbourhood Plan (TNP) Task and Finish Group – Terms of Reference**

**1. Purpose**

1.1 The main purpose of the TNP Task and Finish Group is to oversee the preparation of the Neighbourhood Plan for Totnes following the informal draft Totnes Neighbourhood Plan public consultation in Summer/Autumn 2017, ensuring that all public comments and issues are addressed properly with high levels of community engagement to maximise the potential that the Plan will be supported at the local referendum.

1.2 The Group will be hosted by Totnes Town Council.

**2. Key Roles**

1. To be accountable for providing management of the Neighbourhood Plan for Totnes, by ensuring that the key milestones are met.

2. Agree a position on specific issues to lead to an agreed policy approach.

3. Encourage and strengthen links between key organisations and ensure they are informed of the work of the project team and progress with the Neighbourhood Plan.

4. To commission any additional specific evidence and analysis as recommended and required following the public consultation.

5. To promote the objectives of the Neighbourhood Plan for Totnes.

6. To sign off the final draft plan prior to the local referendum.

7. To act as the public face and principal contacts with the neighbouring parishes and media with respect to the Neighbourhood Plan.

**3. Aims**

3.1 To provide direction and advice in the production of the Neighbourhood Plan, taking into account the views expressed during the public consultation period.

3.2 To bring together appropriate local expertise and facilitate joint community working in developing the Neighbourhood Plan for Totnes

3.3 To assist and help facilitate discussions with relevant and interested parties.

3.4 To assist and help facilitate discussions with relevant and interested groups in the community to promote active involvement in the Neighbourhood Planning process.

**4. Relationship to Other Groups**

4.1 The TNP Task and Finish Group is responsible for formally coordinating liaison with South Hams District Council and Devon County Council and informing them of progress with the Neighbourhood Plan.

4.2 Meetings will be open to the public to attend, will be recorded, and the minutes will be available for inspection on the Totnes Neighbourhood Plan web site. Agendas and papers will be circulated three clear days in advance of meetings, and will be published on the Totnes Town Council and Totnes Neighbourhood Plan websites and Facebook pages, and on the Totnes Town Council notice board.

**5. Decision Making**  
5.1 Decision making by the TNP Task and Finish Group will normally be by means of consensus. If it proves impossible for the TNP Task and Finish Group to reach agreement during any stage of preparing the Plan, every effort shall be made by the membership of the TNP Task and Finish Group to resolve the difference by **negotiation.**

**6. Initial Membership**

Cllr Rosie Adams (Chair and Mayor of Totnes)

Cllr Marion Adams (Chair of Operations Committee)

Cllr Paine (Operations Committee)

Cllr Westacott MBE (Personnel Committee Chair and Operations Committee)

Cllr Simms (People Committee Chair)

Cllr Hendriksen (Planning and Place Committee Chair)

Cllr Parker (People Committee)

Lindsay Garner (Chamber of Commerce)

Andy Garner (Chamber of Commerce)

Rev Steve Jones (St John’s Church)

Claire Allford (Bridgetown Alive)

Georgina Allen (Representing Totnes residents)

Cllr John Birch (South Hams District Council)

Chris Watson (Representing Totnes residents)

Stu Lambert (Representing Totnes residents)

Lindsay Cowling (The Riverside Cafe, Representing Steamer Quay interests)

Powers to co-opt new members as needed subject to the agreement of Full Council.

All members will be required to submit a Declaration of Interests to ensure transparency.

Quorum minimum of 1/3rd of all members = 4

(‘Meetings’ is used to refer to activities such as site visits, information events, meetings, etc)