

APPLICATION TO DESIGNATE A NEIGHBOURHOOD PLAN AREA

Milton Abbot Grouped Parish Council and Kelly Parish Council have applied to West Devon Borough Council to prepare a Neighbourhood Plan for their area. This plan will consider how and where future development could take place in the Parish. Before any work on preparing a plan can begin, the area that the plan will cover needs to be decided.

We are asking for your thoughts on whether the proposed plan area is appropriate. If the area is approved, there will be an opportunity for you to get involved in what you would like to see in the plan.

Only comments relating to the designation of the plan area can be considered at this time.

The area within the red line is proposed:

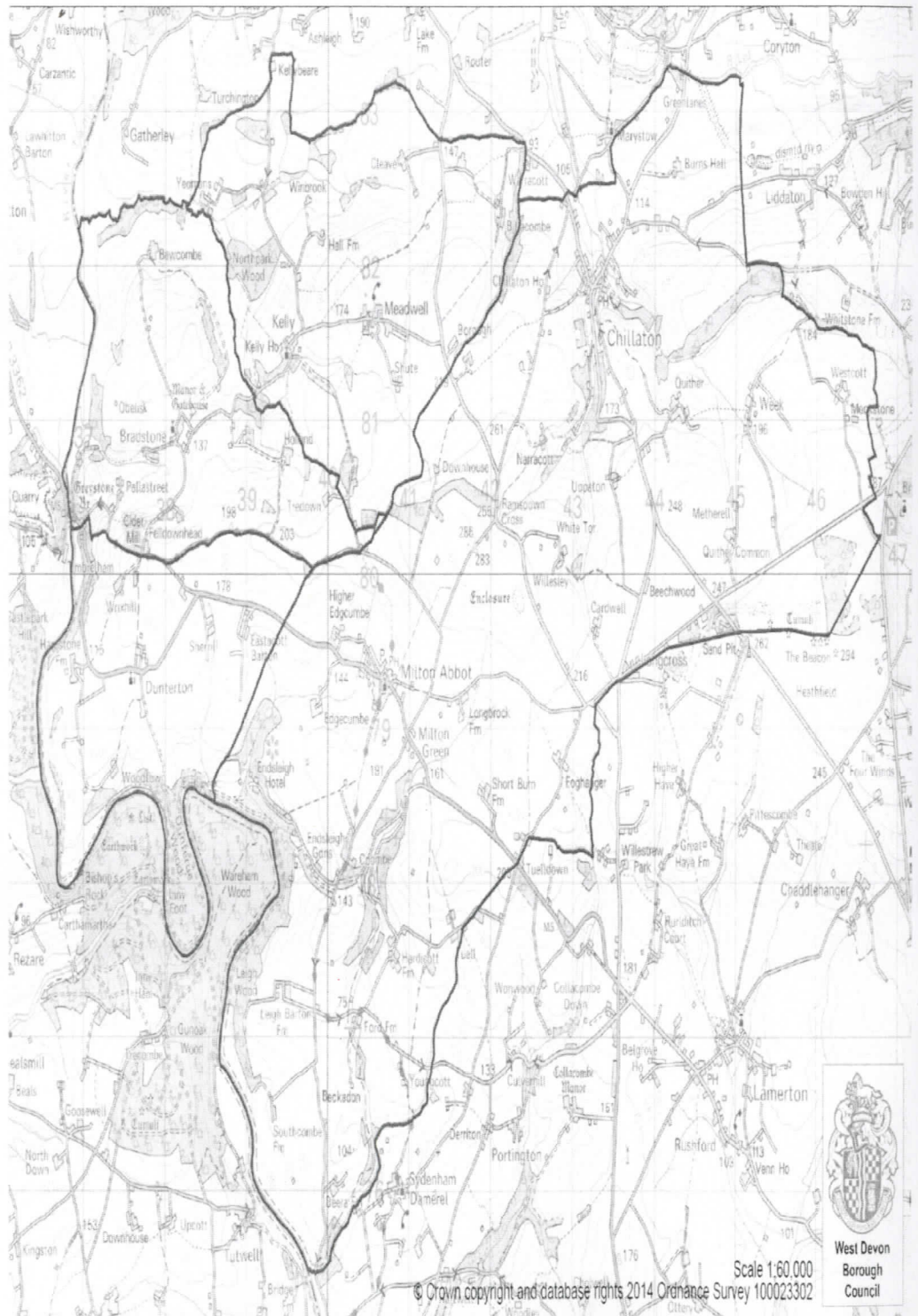
To view the plan area application please visit www.westdevon.gov.uk or contact the Council's Strategic Planning Team for more information.

The deadline for receiving comments on the proposed plan area is **29th September 2014**.

Any comments should be sent to:

Strategic Planning, West Devon Borough Council,
Kilworthy Park, Tavistock,
PL19 0BZ or email

Milton Abbot, Kelly, Bradstone & Dunterton Parishes



strategic.planning@swdevon.gov.uk



West Devon
Borough
Council

Application Form for Designation of Plan Area

| | |
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| Name of Applicant <i>(this must be a Parish or Town Council)</i> | MILTON ABBOT GROUPED PARISH COUNCIL |
| Contact Details <i>Please supply contact details of project lead</i> | Name: H. J. ASBRIDGE Address: LAUREL COTTAGE CHILLATON LIFTON PL16 0HS Email: howardasbridge@btinternet.com Telephone: 01822 860378 |
| Name of proposed plan area | MILTON ABBOT, CHILLATON AND KELLY NEIGHBOURHOOD PLAN |
| Map of proposed plan area | <i>Please supply a separate map showing the boundaries of the proposed plan area</i> |
| Statement confirming why the proposed plan area is appropriate | <i>Please explain why the proposed plan area is an appropriate designation</i> Attached |
| Type of plan proposed | <i>Please circle</i> <input checked="" type="radio"/> Neighbourhood Development Plan <input type="radio"/> Neighbourhood Development Order <input type="radio"/> Community Right to Build Order <input type="radio"/> Community Plan <input type="radio"/> Plan-It Lite |
| Group Terms of Reference | <i>Please supply a separate sheet detailing the Group's Terms of Reference</i> |

Please return to the Strategic Planning Team, West Devon Borough Council, Kilworthy Park, Tavistock, PL19 9JL

MACK Neighbourhood Plan Steering Group – Terms of Reference

Name of Group

Milton Abbot, Chillaton and Kelly [MACK] Neighbourhood Plan Steering Group

Purpose of the Group

To prepare a draft Neighbourhood Development Plan for the MACK area, for consideration by Milton Abbot Grouped Parish Council

Objectives of the Group

To act as a focus for community involvement in the preparation of a Neighbourhood Development Plan for the MACK area.

To engage with all relevant stakeholders in the area.

To identify future housing and employment needs.

To consider any other factors that contribute to the maintenance of successful communities in the MACK area.

To have regard to the special character of the MACK area and identify any appropriate measures needed to protect and enhance it.

In the light of the above, to produce a draft Neighbourhood Development Plan for the MACK area that:

1. Accords with the provisions of the National Planning Policy Framework and West Devon Borough Council's Local Plan policies.
2. Identifies suitable sites for any necessary development.
3. Supports the sustainable development of local communities in the MACK area and enhances the quality of life that they enjoy.

Membership and Governance

Membership:

1. The Steering Group will consist of three parish councillors, one of whom will be appointed by the Parish Council to chair its meetings, and up to six local residents.
2. There will be a Vice-Chair, who will be appointed by the Steering Group and may be a local resident.
3. The Ward Member may attend meetings of the Steering Group, in an advisory capacity, should he or she so wish.

Role of Members:

1. To contribute to a collective vision of how the Neighbourhood Plan should address individual issues.
2. As agreed by the Steering Group, to carry out individual assignments and report back.

3. No individual member has the ability to act on behalf of the Steering Group, unless specifically authorised to do so.

Replacement/additional Members:

1. The Steering Group may co-opt additional members who are not parish councillors, should they deem it appropriate at any time.
2. The Parish Council may change its representation on the Steering Group at any time providing the total number of parish councillors does not exceed three.

Declarations of Interest:

1. Every member of the Steering Group will be required to make it known if they have a personal or pecuniary interest in any matter under discussion and any such notifications will be recorded.
2. To avoid members with specialist or other knowledge of an issue being prevented from contributing to a debate thereon, a declaration of an interest of any kind will not restrict the right of the declarer to speak.
3. A personal interest will be taken to be an interest over and above that of any local resident in a community that would generally be affected by the issue concerned.
4. Members declaring an interest will not take part in any formal voting on the matter in question.
5. As the Steering Group is not a local government body, any particular restrictions or obligations that would normally apply to parish councillors attending a parish council meeting will not apply.

Voting Arrangements:

1. The quorum of the Steering Group is four members.
2. Any member has the right to ask for a formal vote on any matter being determined by the Steering Group.
3. Voting is by a show of hands, with the Chair having a casting vote.
4. In the absence of a request for a formal vote, decisions will be taken by a clear consensus of those present, such decisions to be summarised by the Chair before moving to the next item of business.

Decisions to be referred to the Parish Council:

The Steering Group is authorised to take whatever action it deems necessary, within its terms of reference and budget, to prepare a draft Neighbourhood Development Plan for consideration by the Parish Council. However, to avoid any potential conflict between the Parish Council and the Steering Group at the end of the process, progress reports will be made to every meeting of the Parish Council.

Conflict resolution:

1. If, on receiving a progress report, the Parish Council considers that it would be unable to support a particular element of the Steering Group's proposals, if it remained in the final draft Plan, it shall so inform the Steering Group and indicate its preferred approach. If that cannot be accommodated by the Steering Group, it then has the ability to attend the next meeting of the Parish Council in order to resolve the issue. If agreement cannot then be reached, the Parish Council may then direct the Steering Group as to how it should proceed.

2. The Parish Council is the agency responsible for the delivery of a draft Neighbourhood Development Plan for the whole of the plan area, including the Parish of Kelly. As such, it will arrange for the final draft plan to be considered by a Kelly Parish meeting, if that is requested. Should there be a difference of opinion between the two agencies regarding a matter that specifically affects Kelly Parish, then the views of Kelly Parish will prevail, unless in the opinion of the Strategic Planning Officer providing support to the Plan process, that view would prejudice the ability of West Devon Borough Council to approve the draft Plan as a whole.

Reporting and Feedback:

1. Progress reports to every meeting of the Parish Council.
2. Steering Group reports and Minutes to be placed on a dedicated website.
3. Facebook page to encourage feedback.
4. Public meetings either focussing on specific issues or reporting on progress to date and obtaining feedback.
5. Identification of 'off-line' residents and provision of either printed alternatives or 'web buddies' to share on-line access.

Resources and Finance:

1. Locality will be requested to fund input from an external consultant during the initial phase of the development of the Plan, plus venue hire, publicity and other expenses incurred before 31st December 2014.
2. If the Steering Group determines that it needs additional finance, then a further application would be made if new funds were available in 2015. If not, then a request would be made to the Parish Council, but it is not anticipated there would be a need for any significant external paid input in 2015.

Monitoring and Review:

Progress in implementing the Neighbourhood Development Plan will be the subject of an annual review by the Parish Council.

APPLICATION TO DESIGNATE A NEIGHBOURHOOD PLAN AREA

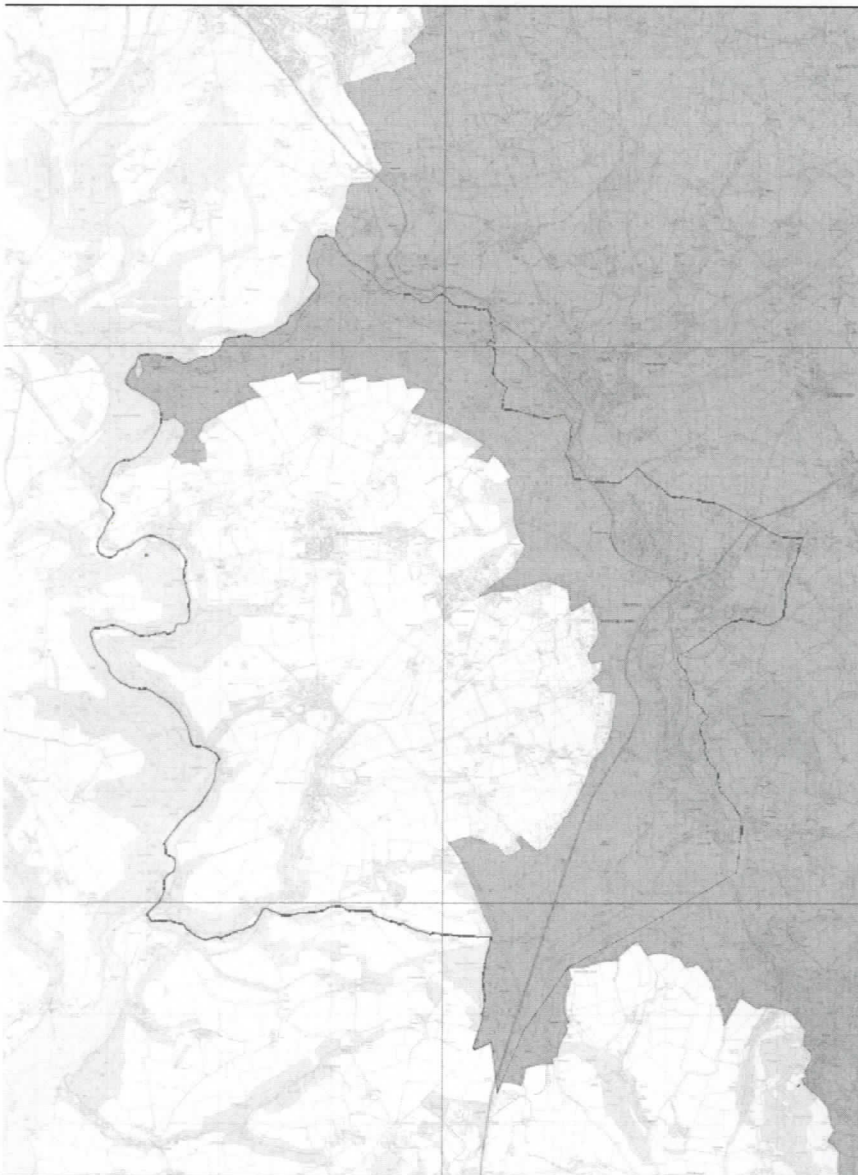
Buckland Monachorum Parish Council has applied to West Devon Borough Council and Dartmoor National Park Authority to prepare a Neighbourhood Plan for their area. This plan will consider how and where future development could take place in the Parish. Before any work on preparing a plan can start, the area that the plan will cover needs to be decided.

We are asking for your thoughts on whether the proposed plan area is appropriate. If the area is approved, there will be an opportunity for you to get involved in what you would like to see in the plan.

Only comments relating to the designation of the plan area can be considered at this time.

The following area is proposed:

Buckland Monachorum Parish with Dartmoor National Park



To view the plan area application please visit www.westdevon.gov.uk or contact the Council's Strategic Planning Team for more information.

The deadline for receiving comments on the proposed plan area is **15th September 2014**.

Any comments should be sent to:

Strategic Planning, West Devon Borough Council, Kilworthy Park, Tavistock, PL19 0BZ or email strategic.planning@swdevon.gov.uk

Or

Jo Rumble
Communities Officer
Dartmoor National Park Authority
Parke, Haytor Road
Newton Abbot
Devon, TQ13 9JQ
jrumble@dartmoor.gov.uk

Please note: Any comments made about the proposed plan area cannot be treated as confidential and may be made publicly available at both the Council and Dartmoor National Park Authorities offices and on the websites. Your personal information will be held securely by West Devon Borough Council for the above

Buckland Monachorum Neighbourhood Plan

Draft Terms of Reference

Purpose of the Group

The purpose of the Buckland Monachorum Parish Neighbourhood Plan Planning Group (BMPNPPG) is to co-ordinate the production of the Parish of Buckland Monachorum Neighbourhood Plan (PBMNP).

Objectives of the Group

The Group has agreed to produce a plan which, inter alia, covers:

The Parish's residential housing needs and how these should be met.

How the needs of the local economy within the Parish will be met

How the Parish's environment will be enhanced and, where necessary, protected

How local services will be optimised for those living in the Parish.

Membership & Governance

Membership: The Parish comprises 5 villages: Buckland Monachorum, Crapstone, Clearbrook, Milton Combe and Yelverton. Part of the Parish lies within Dartmoor National Park, the remainder within the Borough of West Devon. There will be 6 groups; one from each village and a central Co-ordinating Group (BMPNPPG). Membership of the 'village' groups will be drawn from residents of the respective village and each will be supported by a Parish Councillor. The Chair of each 'village' group will also be a member of the Co-ordinating Group and other members of the co-ordinating group will be representatives from:

WDBC
DNP
BMPC
AONB

together with specialist input as and when required. Within each group there will be individuals who attend to each of the 4 elements of the plan (as indicated above). Each 'village' group will elect a Chairperson and a Secretary and draw up terms of reference compatible with those of the Co-ordinating Group. The Co-ordinating Group has a Chairman and Secretary.

Governance: The groups will adopt the governance used by the Parish Council and the Parish Clerk will be available to all groups to advise on matters of governance.

Reporting & Feedback

Minutes of each of the group's meetings will be forwarded to the Secretary of the Co-ordinating Group and reports from each village group will be made, by the village's representative, to the Co-ordinating group each time it meets. These representatives will provide feedback to the village groups of any decisions taken by the Co-ordinating Group. In time, a web based information system will be developed but until then, minutes of the groups will be posted on the Parish website.

Resources & Finance

The Parish Council has set aside funds for the Plan but other funding routes will be explored through WDBC (and elsewhere)

Monitoring & Review

Regular Reviews with the principal stakeholders (WDBC & DNP) will be scheduled to ensure the production of the Plan is co-ordinated with those being drawn up by the other planning authorities.

Statement on why the proposed plan area is appropriate

A public meeting, to which every resident within the Parish was invited, outlined the merits of producing a Neighbourhood Plan covering the area encompassing the current Parish boundary and received broad agreement. A second meeting, to which all those who offered to help in the Plan's production were invited, discussed options and also concluded that the current Parish boundary would be an appropriate one to select.

As one of the Plan's principal objectives is to consider development, and the Parish Council also has this responsibility (exercised through its planning committee) it was logical to choose the same boundary of operation.

We considered the potential conflict between WDBC and DNP (given that the Parish falls within both Authority's jurisdiction) but have been assured (by both) that they will positively co-operate with us (and each other) in the production of the Plan.

Finally, as each of the five villages is represented by Parish Councillors on the Parish Council, we considered that the complex task of co-ordinating the unique needs of five villages is well understood by the current Council and setting up a different boundary would cause unnecessary confusion.

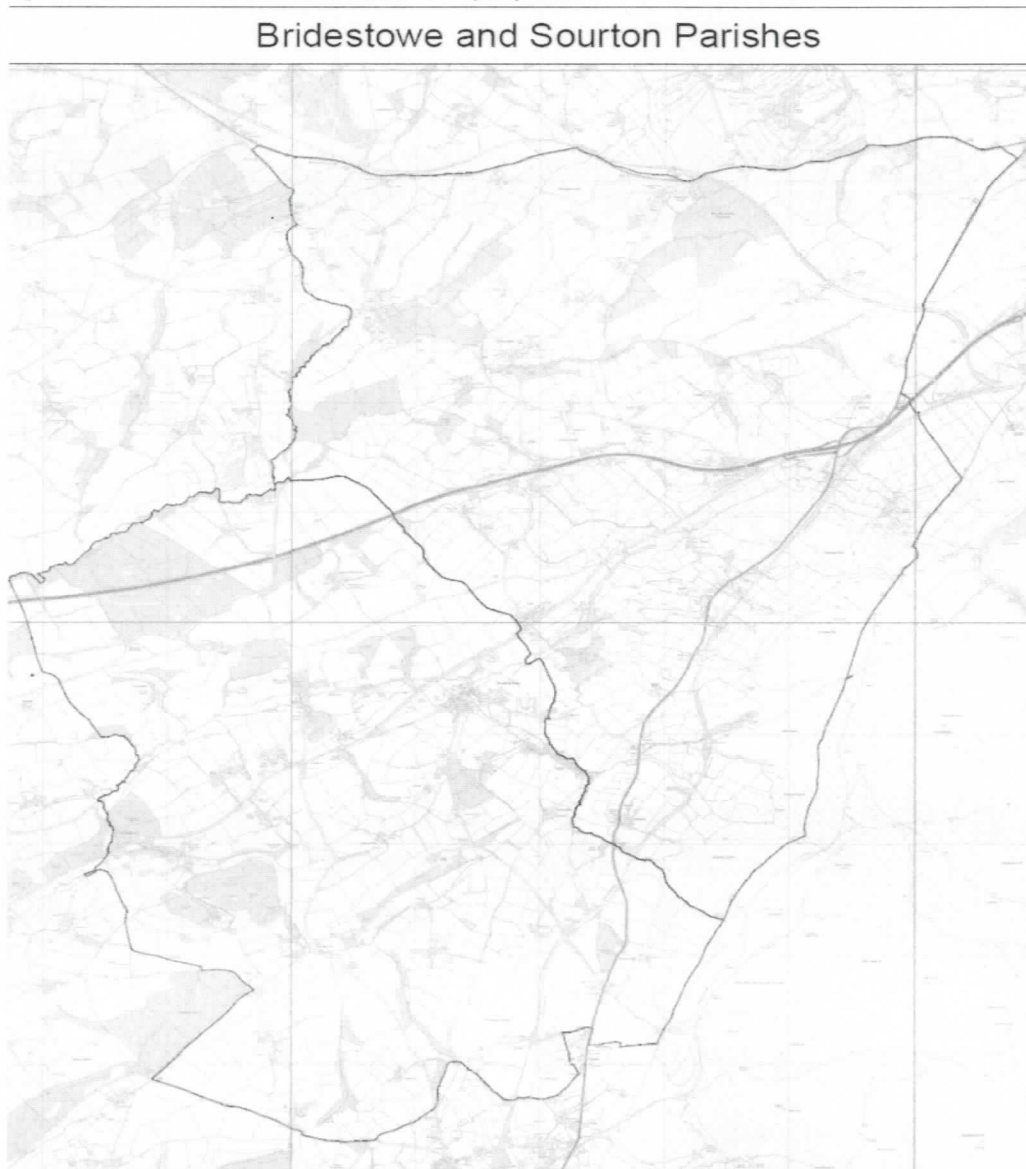
APPLICATION TO DESIGNATE A NEIGHBOURHOOD PLAN AREA

Bridestowe and Sourton Parish Council's have applied to West Devon Borough Council and Dartmoor National Park Authority to prepare a Neighbourhood Plan for their areas. This plan will consider how and where future development could take place in the two Parish's. Before any work on preparing the plan can start, the area that the plan will cover needs to be decided.

We are asking for your thoughts on whether the proposed plan area is appropriate. If the area is approved, there will be an opportunity for you to get involved in what you would like to see in the plan.

Only comments relating to the designation of the plan area can be considered at this time.

The following area included within the red line is proposed:



To view the plan area application please visit www.westdevon.gov.uk or contact the Council's Strategic Planning Team for more information.

The deadline for receiving comments is Monday 29th September 2014.

Any comments should be sent to:

Strategic Planning, West Devon Borough Council, Kilworthy Park, Tavistock, PL19 0BZ or email strategic.planning@swdevon.gov.uk

Or

Jo Rumble, Communities Officer, Dartmoor National Park Authority, Parke, Haytor Road, Newton Abbot, Devon, TQ13 9JQ or email jrumble@dartmoor.gov.uk

Group Terms of Reference



West Devon
Borough
Council

Name of Group

Bridestowe & Sourton Neighbourhood Plan Group.

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

The prime functions of the group is to oversee the drawing up of a Neighbourhood Plan for Sourton and Bridestowe parishes and ensure high levels of community engagement that in turn maximises the potential for support at a local referendum.

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

- * To formulate a questionnaire and carry out research and consultations by means of a survey across the two parishes. Questionnaire is almost completed.
- * Develop a timetable and strategy (project plan) for undertaking the Neighbourhood Plan.
- * Co-ordinate community consultation activities.
- * Gather and collate evidence about the geographical area covered by the plan.
- * Use evidence collected including consultations, to prioritise and develop the plan.
- * Oversee the drafting and finalising of the Neighbourhood Development Plan.

Membership and Governance

Who are the Members of the Group?

What are the roles and responsibilities of individual Members?

- * Group membership is open to residents of the parishes of Bridestowe & Sourton. Active membership of the group includes parishioners and members of the two parish councils.
- * Members of the group cannot take fees or an honorarium or share in the assets of the group.
- * Because both Bridestowe & Sourton are covered by two planning authorities, WDBC and DNP, advice will be sought from both bodies.
- * The group will adopt governance as used by the two parish councils. Both parish clerks will advise the group on matters of governance.

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

- * Residents of the two parishes are welcome to join the group. Membership remains open and the community are actively encouraged to participate in all activities.

How will declaration of interests be managed?

- * Whilst members of the group may represent a particular group in the community, they recognise that their role is to move the plan forward in a way that benefits the whole community.
- * Members of the group will recognise and declare any potential conflicts of interest.

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

At group meetings there is a quorum of six. Voting is by a simple majority/Chair has casting vote.

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

Approval of draft plan prior to publication and submission to the LPA.

What procedures are in place for dealing with conflict resolution?

Any contentious issues to be resolved by public consultation. Final decisions to be made by Bridestowe and Sourton Parish Councils.

Reporting and Feedback

How will the Group share information with the community?

- * The group has established information sharing practices whilst drawing up a parish plan questionnaire.
- * The monthly Bridestowe/Sourton newsletter informs residents of progress of the plan and advertises meetings.
- * Procedures for presentations of the parish plan at local public events are well established.
- * Publicity/minutes for the group will be published on the Bridestowe web site.
- * A mailing list of those residents interested has been initiated.

How will minutes of meetings and feedback from events/consultations be recorded and made available?

- * Minutes of all meetings are circulated to the parish clerks of both Bridestowe & Sourton.
- * The Neighbourhood Plan is an item on all Bridestowe & Sourton PC meeting agendas.
- * The minutes of the PC meetings are posted on noticeboards and on the Bridestowe web site.

Resources and Finance

How will the project be funded?

- * Finance for the Parish Plan has already been received from both parish councils, Dartmoor National Park, WDBC and DCC. This is transferable to the Neighbourhood Plan.
- * Further financial support is likely to be required to meet the cost of consultants and professional drafting fees. Application will be made for government funds that are available to support Neighbourhood planning.
- * Currently Bridestowe Parish Council holds the group's funds and any transactions by the group are approved at group meetings.

Are any additional resources required?

- * It is not possible to say for certain at this early stage. However volunteer expertise can be readily drawn upon.

Monitoring and review

How will the plan be monitored?

- * The project plan will include provision for regular periodic review with all stakeholders, to be scheduled as the plan progresses.
- * Both Parish Councils currently review progress of the Parish Plan at bi-monthly meetings. This is continuing as the Neighbourhood Plan evolves.