Application Form for Designation of Neighbourhood Area

<table>
<thead>
<tr>
<th>Name of Applicant</th>
<th>Salcombe Town Council</th>
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<td>(this must be a Parish or Town Council)</td>
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<tr>
<th>Contact Details</th>
<th>Name: Gill Claydon</th>
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<tbody>
<tr>
<td>Please supply contact details of project lead</td>
<td>Address: Cliff House, Cliff Road, Salcombe, TQ8 8JQ</td>
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<tr>
<td></td>
<td>Email: <a href="mailto:gillclaydon@salcombetowncouncil.gov.uk">gillclaydon@salcombetowncouncil.gov.uk</a></td>
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<td></td>
<td>Telephone: 01548 842282</td>
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| Name of proposed neighbourhood area | Salcombe Parish Boundary |

| Map of proposed neighbourhood area | Map of Parish with Ordnance Survey Parish Boundary marked clearly |

| Statement confirming why the proposed neighbourhood area is appropriate | Salcombe parish looks towards and operates around the harbour and estuary and this is where settlements have been historically created with some outlying builds occurring through farming and tourism. The outlying areas within the Salcombe parish boundaries also identify closely with the harbour area and therefore development does tend nor need to cross over the parish boundary. This means that at present Salcombe do not feel they rely on or have a need to take in adjacent areas within their plan. With many older larger properties being demolished within the town to provide smaller self contained units it is the protection of the unique landscape, sustaining of local small and medium marine enterprises, along with the needed tourist industry together with the ongoing sustainability, design and varying different community needs within the parish boundary that need addressing through a holistic plan of the parish. |

| Type of neighbourhood planning project proposed | Neighbourhood Development Plan |

| Group Terms of Reference | See attached as requested. |

Please return to the Strategic Planning Team, South Hams District Council, Follaton House, Plymouth Road, Totnes, Devon, TQ9 5NE
Terms of Reference

1. Introduction

Salcombe Town Council took the decision to produce a Neighbourhood Development Plan following the Government’s notice of intention to embark on a Localism Act. In order to produce this plan the Town Council will establish a Steering Group to oversee a process that will result in the preparation of a draft Plan which will eventually be put to a public referendum. In doing so it is deemed appropriate that the Steering Group are provided with and accept the following terms of reference:

The plan will seek to:

- Identify all the important aspects of life in the Town which are thought to be needed to plan for the future.
- Bring forward proposals which will enhance the quality of life in the Parish in the years to come.
- Support the community, economy and enhance tourism.
- Sustain the natural environment and protect the visual aspects of the built environment.

2. Membership of the Steering Group

The Steering Group will consist of no more than 12 members and be formed primarily from local volunteers who reside or work in the Parish. The group should be representative by consisting of an equal number of local people from the Town or communities in the Parish Area. Elected members or officers of the Town Council may also be members of the Steering Group.

The Steering Group has delegated powers and may form Working Groups or sub-committees to undertake various aspects of the work involved in producing the Neighbourhood Development Plan.

The Steering Group will be supported by senior officers of South Hams District Council. The Local Planning Authority are obliged to provide assistance under the statutory provisions of the Localism Act 2011.

3. Roles and Responsibilities of the Steering Group

The local representatives who are members of the Steering Group will;

- Promote the process of preparing the Neighbourhood Development Plan, be encouraged to participate and provide their views and opinions on the specific topics which are covered during the preparation of the Plan.
- Arrange meetings and appoint sub-groups to gather views and consult on emerging policies which are considered appropriate for incorporation in the draft Plan.
- Assess existing evidence about the needs and aspirations of Salcombe Parish.
• Liaise with relevant organisations and stakeholders to secure their input in the process.
• Collect and catalogue evidence based information to support such statements and findings.
• Analyse the results of questionnaires or other evidence received during the planning process and use them to prepare a robust draft Plan.
• Inform the Town Council of progress on a regular basis in order that Steering or Working Group Minutes can be noted
• Present such findings to the community and involve the community and take in to account such responses and points raised in on going consultations throughout the process.
• Support the Local Planning Authority and Salcombe Town Council during the referendum process.

The Salcombe Town Council will;

• Support the Steering Group throughout the process providing sufficient assistance and reasonable agreement of financial resources to ensure the plan is prepared expeditiously providing that overall expenditure falls within the budget allocated by the Council.
• Appoint professional planning expertise and provide any relevant aid during the development of the Plan.
• Drafting of the Plan will require professional assistance to ensure conformity to national and local policy and that the Plan will be sound and robust enough to withstand independent examination and thus the working group will liaise with and assist such professionals so employed.
• Work with the Steering Group and the local community to establish the future infrastructural needs of the area are provided prior to any housing or other development occurring within the Parish.
• Work with the Steering Group to develop policies to guide the future development and use of land in the area.
• Support the Steering Group in developing sustainability appraisal or other assessments requested by the Local Planning Authority prior to the Plan being submitted.
• Support the Steering Group in efforts of engagement and consultation with the local communities throughout the plan making process.
• Facilitate any required contact with the relevant statutory bodies or parties who must be consulted during the plan making process.
• Carry out all statutory duties contained in the Neighbourhood Planning (General) regulations 2012 and engage with South Hams District Council during the referendum process of the plan for which the principle authority are responsible.
• Following the preparation of the draft Plan and with the agreement from the Group, submit the plan to the Local Planning Authority for inspection and independent examination.
• Provide any budgetary support, not outlined above, for the production and local promotion of the Plan within the budget allocated by the Council.

All Members of the Steering Group will;
• Declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group. This may include membership of an organisation, ownership of interest in land (directly or indirectly) or a business or indeed any other matter likely to be relevant to the work undertaken by the Steering Group.
• Ensure that there is no discrimination in the plan making process and that it is a wholly inclusive, open and transparent process to all groups in the Parish and to those wishing to undertake development or be involved in the plan making process
• Work together for the benefit of the communities established within the Parish.
• Treat other Members of the Group with respect and dignity, allowing Members to express their views without prejudice and interruption.
• Any decisions taken by the Steering Group, other than those delegated to appointed officers, will be carried forward if the majority (more than 50%) are in favour.

4. Chairman & Group Leaders

• The Group shall elect a Chairman and Deputy Chairman from their number.
• If the Chairman is not present, the Deputy Chairman shall take the meeting.
• If neither is present, members shall elect a Chairman for the meeting from amongst their number.
• Each group will appoint a leader who will be responsible for providing planning advice and identifying the topics to be addressed in the composition of the draft plan. The lead members will support colleagues who require their assistance monitor progress and work closely with officers of South Hams District Council and the planning consultant when appointed closely.

5. Frequency, Timing and Procedure of Meetings

• The Working Groups will usually meet monthly although sub-groups may meet more frequently as necessary.
• The Steering Group comprising of the two independent working groups shall meet every twelve weeks unless there is a need to meet during the intervening period.
• Meetings shall normally be held at 7pm on a Monday at an appropriate venue endeavouring to keep the room hire costs to a minimum.
• All meetings shall be open and may be attended by residents or those who work in the area identified for the plan to observe or participate in the proceedings.
• The Steering Group shall keep Minutes of meetings which will be open to public scrutiny. These will be publicised on the Steering Group section of the www.salcombeplan.org web site and displayed in the notice boards, library or such other prominent places as may be requested.
• Notices, Agenda, Minutes and associated papers shall normally be despatched to Steering Group members by email unless otherwise specified or agreed.
• Meetings shall be conducted in accordance with set procedure to be determined and agreed by the Steering Group.
• The Steering Group will regularly update and report its progress to the Clerk of the Town Council ensuring that she, as the responsible financial officer for the council, is aware of the on-going budgetary implications associated with the project.
• The Terms of Reference will be reviewed throughout the project and amended as required. Any changes to Steering Group Terms of Reference shall require Town Council agreement.
6. Use and content of the Neighbourhood Plan Website

When using this website the Neighbourhood Plan group will review any messages, information or content ("postings") posted on the Site by users and assumes no responsibility or liability relating to any such postings.

Notwithstanding the above, the Neighbourhood Plan group will from time to time monitor the postings on the website and may decline to accept and/or remove any postings that contain:

- Any unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, profane, hateful, racially, ethnically or otherwise objectionable material of any kind, including, but not limited to, any material which encourages conduct that would constitute a criminal offence, give rise to civil liability or otherwise violate any applicable civil and internet law.
- Advertisements or solicitations of any kind.
- Messages posted by users impersonating others.
- Messages by non-Neighbourhood Plan working party members or non-Salcombe Town Council members purporting to speak on of both organisations.
- Messages that offer unauthorized downloads of any copyrighted or private information.
- Multiple messages placed within individual folders by the same user restating the same point.
- Chain letters of any kind.