

# TERMS OF REFERENCE

<b>NAME OF GROUP:</b>
Aveton Gifford Neighbourhood Planning Group. Initiated on...10 <sup>th</sup> September 2015...by the Aveton Gifford Parish Council.
<b>Purpose/role of the Group</b>
To consult with the Parish, South Hams District Council and other official bodies to create and deliver Aveton Gifford's Neighbourhood Plan.
<b>Membership</b>
The Parish Council appointed the following councillors to serve on the Planning Team/Group: David Davis-Berry Pippa Unwin Sarah Harcus This number was supplemented to include a further 6-8 parishioners, whose membership changed over the three years of the Group's work.
<b>Accountability</b>
The Group is accountable to the AGPC.
<b>Review</b>
Progress and content of the Plan is constantly under review, by group members, Parish Council and outside mentors. Also by public consultations with the community.
<b>Declarations of Interest</b>
These were dealt with in accordance with Parish Council Standing Orders.
<b>Working Methods</b>
The Group's preferred method began as working as a whole group, subsequently split into small sug groups in order to work on separate aspects. Whole group meetings continued throughout to assess, coordinate and review progress. Once the main consultations were complete, by which time our numbers had decreased through natural wastage, we continued meeting as a whole group of approx. 5-6 members.

## **Meetings**

Began mainly on a monthly basis for the whole group, then as required by progress and in sub groups as required.  
Agenda topics were generated from input from the whole group.  
Meetings were Minuted or notes taken, circulated to members and latterly available on the Parish website.  
Secretarial support changed periodically over the 3 years of the group's work.  
All meetings were open to any interested non-members, District Councillor when his input was required, as were officers at SHDC for specialist advice and mentoring.

## **Sharing information & Resources**

Information is shared throughout by way of monthly updates to the Parish Council, Minutes of which are on all parish noticeboards and website, in a dedicated NP page.  
Periodic updates published in Parish magazine.  
Grant funding was provided by;  
Groundwork UK. Neighbourhood Planning

## **Definition of Terms**

AGPC = Aveton Gifford Parish Council  
JLP = Joint Local Plan  
AONB = Area of Outstanding Natural Beauty  
SSSI = Site of Special Scientific Interest