



Sidmouth Town Council

The Qualifying Body with formal responsibility for submitting a proposal to East Devon District Council to initiate the process of preparing a Neighbourhood Plan. Submitting the draft Neighbourhood Plan to East Devon District Council, together with a summary of the proposals. Agreeing with East Devon District Council on the appointment of an Independent Examiner.

Sid Valley Neighbourhood Plan Steering Group

The team of people, responsible to Sidmouth Town Council who will plan, gather evidence and write the neighbourhood plan. This group will make key decisions in the neighbourhood planning process on their behalf, providing regular monitoring review reports at Sidmouth Town Council meetings throughout the project. It will be necessary for each team to work with groups and individuals in the community with specialist interest and knowledge. Some people have already identified their willingness to support the NP Steering Group including representation from the Sidmouth Chamber of Commerce.

NP Steering Group Management Team:

Chair of the Steering Group

To ensure the neighbourhood planning process is properly organised, accountable and delivered. Responsible for managing the process of developing and delivering the plan including managing the budget and fundraising.

The Chair will lead as Project Manager of the overall process, ensuring that task Teams in specific areas are on track and delivering in accordance with the project timetable.

The Chair is expected to provide a leadership role within Steering Group meetings and in the community, acting as its ambassador in the Sid Valley and representative at external meetings.

The Chair is expected to support effective collaborative working, ensure that the Steering Group meetings are conducted efficiently and impartially, give all members an opportunity to express their views, and ensure that the allocation of tasks to each Team is agreed, clear and delivered on time.

The Chair is to be appointed by the members of the Sidmouth Neighbourhood Plan Task and Finish Forum of Sidmouth Town Council, who will then transfer responsibility for the Neighbourhood Plan process to its' Chair.

The Chair will provide monitoring review reports to the full Sidmouth Town Council for the duration of the project.

Deputy Chair of the Steering Group

Deputy to the Chair, chosen to assist the Chair and to serve as Chair in their absence or when subjects involving the Chair are being discussed. The Deputy Chair is expected to support the Chair in the planning, coordination and development of the project as described above.

Sid Valley Neighbourhood Plan Administrator

To ensure the neighbourhood planning process is properly organised. To make records of the meetings, decisions that are made and actions to be taken. To arrange and organise meetings and venues. To include duties related to correspondence such as the typing out of emails, letters, preparing meeting documents for review and maintaining filing systems. To ensure the neighbourhood planning process is properly organised and to act as Secretary when required.

Finance and Fundraising Function

To ensure the neighbourhood planning finance and funding is properly organised. To keep a track of any money that is received and spent to make sure that the finances are in order and give confidence that money is not being wasted or misspent. To coordinate the fundraising application process as agreed by the Steering Group.

Communications, Consultations and Young People's Team:**Communications Coordinator**

To ensure the neighbourhood planning process is properly advertised and communicated to the residents of the Sid Valley. This will include working with traditional media, as well as digital and social media. Developing and populating the Neighbourhood Plan website, Facebook page and establishing a Twitter presence alongside writing press releases and articles to promote, engage and raise awareness of the Neighbourhood Plan process. To contribute to the development and delivery of the plan through planning, community engagement, consultation and funding. To act as the main point of contact for the Sid Valley Neighbourhood Plan Steering Group.

Community Consultation

To work with all the Steering Group Teams to plan each public consultation event in the community, taking responsibility for venues, photography and filming, resources, equipment and staffing events with Volunteers. The Team will ensure that all records from these events will be collated and the information disseminated to the Steering Group as part of the data collection element and to ensure that participation levels are recorded and that reports are available quickly after each event.

Engaging Young People

To take responsibility for ensuring the views and aspirations of young people are gathered and taken account of in the Neighbourhood Plan process. Proactively engaging in the process young people's educational, care and voluntary groups/organisations. To contribute to the development and delivery of the plan through planning, community engagement, consultation and funding.

Environment, Social and Economy Team:

- **Economy**

To determine the land and infrastructure including transport, necessary to create and safeguard jobs and contribute to a vibrant economy including tourism and leisure now and in the future.

To contribute to the development and delivery of the plan through planning, community engagement, consultation and funding.

- **Environment**

To protect and enhance the natural, built and historic environment and to ensure that future generations can benefit from the same, or better, quality of environment as enjoyed by the current generation. To contribute to the development and delivery of the plan through planning, community engagement, consultation and funding.

- **Social**

To ensure the housing, services (health and social care) and facilities are in place to meet the present and future needs of the community. To contribute to the development and delivery of the plan through planning, community engagement, consultation and funding.

Research and Evidence Base and Policy Development Team

To identify existing evidence, evidence required for the plan, analyse where the gaps are, plan and implement the gathering of the evidence required including from statutory bodies.

To bring together the recommendations of the Task Groups and to develop the policies for inclusion in the plan in line with the Local Plan and the information gathered via public consultation. This group will also develop Community Actions (non-statutory priorities for action) for inclusion as appropriate according to the information gathered as part of the community consultations. To contribute to the development and delivery of the plan through planning, community engagement, consultation and funding. To ensure that the evidence base, including from the public consultations is accurately analysed and fed into the plan.