

# Designation of Plan Area Application Form



Name of Applicant - *Must be a Parish or Town Council*

Bigbury Parish Council

Contact Details - *Please supply contact details of project lead*

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Name of proposed plan area

Bigbury Parish Neighbourhood Plan

Map of proposed plan area

***Please supply a separate map showing the boundaries of the proposed plan area***

Statement confirming why the proposed plan area is appropriate

*Please explain why the plan area is an appropriate designation, continue on a separate sheet if necessary.*

See attached statement.

Type of plan proposed - *Please tick*

Neighbourhood Development Plan

Community Plan

Plan-It Lite

Neighbourhood Development Order

Community Right to Build Order

Group Terms of Reference

***Please supply a separate sheet detailing the Group's Terms of Reference***

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





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## **Terms of Reference for the Bigbury Neighbourhood Plan Group**

The Parish Council proposes to prepare a Neighbourhood Plan for the Bigbury Parish. The Plan will include policies and proposals for the whole of the parish area but will in particular include more detailed plans and policies for the three villages of St Ann's Chapel, Bigbury and Bigbury-on-Sea.

### **Purpose of the Group**

#### **What is the main aim of the group?**

The purpose of the Group is to oversee the preparation of a Neighbourhood Plan for the Parish. Their task will include consultation with the community and other interested parties through public meetings, workshops, a variety of surveys (including questionnaires). Contact with the community will be achieved through notices in the Bigbury News, Bigbury's Community Website, Parish noticeboards, newsletters and social media.

#### **What are the objectives of the Group?**

To steer and facilitate the processes and steps required in producing a Neighbourhood Plan. It is hoped that this will ultimately lead to the adoption of a Neighbourhood Plan setting out plans and policies for future development within the parish.

### **Membership and Governance**

It is proposed to set up a Steering Group who will be responsible for overseeing the progress of the Neighbourhood Plan and will lead the consultation process. This group will include at least two Parish Councillors who will provide the vital link reporting to the Parish Council about the progress of the plan and helping to ensure that other Parish Councillors (and the public via the parish meetings) are kept informed, can help to resolve any tensions which may emerge and can give their opinions on any major issues or disputes which might occur.

The remainder of the Steering Group will include people living in the parish who have shown a strong interest in being a member of the Steering Group. This will if possible include people who have particularly useful knowledge or skills and people who live in different geographical parts of the parish.

Additional people will be recruited into the group where necessary with a view to setting up a series of working parties focussing on particular policy areas or projects eg separate working groups will be set up to consider the more detailed policies and proposals for the three villages which are all quite different in their character and demographics.

It is also proposed to bring in specialists where necessary to assist with particular projects where required.

The Parish Clerk will be invited to attend all Steering and Working Group meetings and to take minutes of these meetings. If the Parish Clerk is unable to attend another member of the group will be asked at the start of the meeting to take notes and to issue minutes following the meeting.

**What are the roles and responsibilities of individual Members of the Steering Group?**

The Parish Council will be responsible for electing a Chairman. Other roles of members of the Steering Group will be defined and agreed within the group. However these will include a treasurer and someone to oversee the consultation process including use of social media where appropriate. Other responsibilities will emerge over time as the plan progresses and working parties are set up.

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

Additional members will be co-opted to replace any members who are unable to continue their involvement and to strengthen the group in respect of particular issues and opportunities identified in the course of the plan preparation.

**How will declarations of interest be managed?**

Members will be asked to declare any pecuniary interests in particular issues or land as appropriate as a condition of their participation in the plan preparation.

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

Voting if appropriate will be by show of hands with the Chairman having the casting vote as per the Standing Orders of the Parish Council.

**Which decisions will be referred to the Parish Council?**

The Parish Council will be asked to confirm and agree the work programme for the preparation of the plan; agree any interim proposals put forward for consultation with the public; agree the draft plan prior to community consultation and the final plan prior to submission to South Hams Council.

**Reporting and Feedback**

**How will the group share information with the community?  
How will minutes of meetings and feedback from events/consultation be recorded and made available to the public?**

Information regarding the plan will be shared with the community through public consultation meetings, the Bigbury News, Bigbury's Community



Website, newsletters and social media. Minutes of all Group meetings, workshops and consultations will be posted in the Bigbury News and on Bigbury's Community Website.

### **Resources and Finance**

#### **Are any additional resources or finance required?**

Project costs are likely to arise primarily for the hiring of venues for public meetings, the preparation and circulation of printed materials including questionnaires. Costs may be incurred through the hiring of an independent body to assist with the development analysis of the questionnaire. The District Council may be able to assist with providing a free on line survey tool and a free housing needs survey (apart from postage). The Steering Group will draw on the expertise and knowledge of appropriate officers at South Hams District Council and Devon County Council and use relevant information held by those councils. Additional costs may be incurred with the publication, printing and distribution of draft plans and the final plan. It is expected that South hams District Council will meet the costs of an independent review of the plan and the community referendum before formal adoption.

### **Monitoring and Review**

#### **How will the plan be monitored?**

The preparation of the plan will be regularly monitored by the Parish Council through monthly reports from the Steering Group. Ongoing arrangements for the review and monitoring of progress on the plan's implementation after adoption will be set out in the plan. It may be necessary to carry out a review of the plan in due course if the plan is considered to be inconsistent with any new policies of the Government or subsequent changed policies of the District Council.

**Statement confirming why the proposed plan area is appropriate**

Bigbury Parish is a rural area which includes the three well defined villages of St Ann's Chapel, Bigbury and Bigbury-on-Sea, the hamlets of Easton and Combe, together with several farmsteads and individual dwellings. Using the parish boundary for the Neighbourhood Plan will ensure that the plan is inclusive and all of the local community will be able to participate in the plan process. It will also ensure that issues affecting the whole of the parish, as well as its parts, can be addressed.

Many of the adjoining parishes are already preparing neighbourhood plans and all of these are using the parish boundaries for their plan areas. Using the Bigbury Parish boundary will therefore provide consistency in relation to the plan areas being used by these other South Hams parishes.