

## **Neighbourhood Planning Steering Group**

### **Guidance Note**

#### **Terms of Reference**

##### **PURPOSE OF GROUP**

The East Challow Neighbourhood Plan steering Group brings together representatives of East Challow and stakeholders and members of the local community. Officers from the district council will be able to assist the group but will not be full members. The main role of the Steering Group is to manage the production of a neighbourhood plan for East Challow.

##### **ROLE OF THE GROUP**

The role of the group is to:

- Define the neighbourhood area.
- Agree a budget, how this will be funded and managed including appointment of specialist consultants or advisors.
- Agree the governance structure for the project e.g. any working groups and what their specific responsibilities will be.
- Prepare and agree a project plan which complies with the legislative requirements for producing a neighbourhood plan.
- Manage working groups.
- Ensure working groups have clear terms of reference related to their responsibilities and the project plan.

##### **MEMBERSHIP OF THE GROUP**

Membership of the Steering Group will consist of parish councillors; representatives of local organisations; local people as shown in the table below:-

<b>Name</b>	<b>Organisation</b>
Peter Rumsey	Chair
Les Cannings	Deputy Chair
Vanessa Bosley	East Challow Parish Council
Frances Webb	East Challow Parish Council
Rob Bashford	
Chris Nugent	
Olwyn Nugent	
Helen Butcher	
Caroline Dunstan	
Blair Freebalm	

## **Individual Members' responsibilities**

The decisions made by the group will undoubtedly require compromise and consensus building; consequently members should ensure they are:-

- Able and willing to make decisions and recommendations on behalf of their body/organisation committed to helping to guide the preparation of the neighbourhood plan and identify gaps.
- Supportive and committed to the process and its implementation.
- Willing to work with the group, accommodating views that are different from their own, seeking consensus and accepting compromise to reach agreement on the issues before the group.
- Open minded and able to consider the whole picture, not seeking simply to promote sectional interests.
- Able to represent the group and its work in a positive light to the wider community.
- Prepared to work with other groups/organisations in a constructive way to achieve the best outcomes for the area.

**ALSO TO ENSURE THAT THEY ATTEND ALL MEETINGS OR DELEGATE A REPLACEMENT IN THE EVENT THAT THEY ARE UNAVAILABLE.**

## **RESPONSIBILITIES OF THE STEERING GROUP**

- Assess existing evidence about the needs and aspirations of the Parish, commission any technical evidence e.g. housing and infrastructure needs to support the development of a neighbourhood plan and identify gaps.
- Consider progress reports and work undertaken and agree appropriate course of action.
- Agree a programme of community engagement and public consultation at appropriate stages to ensure that the information gathered is representative of those living within the East Challow Parish.
- Undertake analysis, interpretation and reporting of the results from community engagement and public consultation activities and ensuring that they inform decision making (either directly, or within the aid of consultants).
- Ensure that any planning related documentation complies with the district councils Statement of Community Involvement (SCI) and is appropriate for adoption.
- Ensure consultation with and co-operation from key stakeholders to ensure the deliverability of the project and of proposals included in the final plan.
- Promote the appropriate development of East Challow in accordance with the Neighbourhood Plan.
- Work positively with the district council to ensure the plan is in conformity with the adopted development plan.
- Work positively with the district council in auditing the project plan or the use of any grant funding from the district council.

## **CHAIRMAN AND OTHER OFFICES**

The Steering Group will appoint/elect a Chairman and Deputy Chairman from the Group members.

Both the Chairman and Deputy shall remain in that position following their election until completion of the project.

The Chairman or in his absence the Deputy will be responsible for dealing with any media enquiries for keeping the parish council up to date with progress of the groups work.

## **SUBSTITUTES**

If a member of the group is unable to attend a meeting they should arrange for a substitute from their organisation they are representing to attend in their place.

Where no suitable substitute is available then representations or comments will be accepted via email. This should be submitted to the group no less than 3 days prior to the date of the meeting.

## **COMMITMENT FROM DISTRICT COUNCIL OFFICERS**

District Council Officers will be performing an advisory role and should seek to ensure that all recommendations or outcomes of this process are in compliance with current policies and/or strategies and are used to inform the future development of policies, strategies or direct implementation of work.

Other responsibilities include:-

- Initial advice and introductory meeting to explain the process.
- Advice on an appropriate consultation strategy and how consultation should be recorded.
- Advice on the evidence needed to prepare the plan and details of statutory consultees.
- A 'critical friend' role throughout the drafting of the plan, attending steering group meetings where necessary to provide advice and support.
- Reviewing draft documents to ensure they meet the basic conditions
- Support for publicity that you may wish to carry out.
- Funding for towns, larger villages and smaller villages
- Advice and support dealing with the media and publicising your work.
- Bring in resources as required from other teams across the District Council to provide additional specialist advice.
- Facilitate discussions where the Steering Group has conflicting views.
- Identify best practise from elsewhere.

## **MEETINGS**

The group will meet at key stages in the development of the Neighbourhood Plan. The dates and regularity of meetings will be set by the group depending on the stage of the process and workload.

The Steering Group members will receive an agenda paper for meetings at least 5 days prior to the meeting.

Any documents which are to be considered prior to a meeting should be circulated at least 5 working days prior to a meeting.

Minutes of all meetings will be recorded and kept on file for reference, draft minutes of meetings will be circulated following each meeting after clearance by the Chair.

## **DECISION MAKING**

All members of the Steering Group with the exception of co-opted members e.g. district council employees, will have an equal vote in decision making.

However, it is likely that some decisions will be in the form of a recommendation to the town/parish council or the district council, for their consideration.

Decisions made by the Group should normally be by consensus at group meetings. If this is not possible then decisions will be taken by vote, with each member present having one vote, and a simple majority will be required to support a decision.

A minimum of four members must be present to enable decisions to be taken. The Chair, or in their absence the Deputy Chair shall have the casting vote.

## **CONFLICTS OF INTEREST**

Steering Group members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company/organisation arising from the decisions or recommendations of the group.

## **REVIEW OF THE GROUP**

The Steering Group will be disbanded upon completion of the project at a time to be agreed by the group.