Stretton on Dunsmore Parish Council Neighbourhood Plan Steering Group Terms of Reference

Purpose

The Neighbourhood Plan Steering Group will take forward the production, through to examination and referendum, of the Stretton on Dunsmore Neighbourhood Plan, ensuring that relevant consultation takes place so that the plan accurately represents the views of the residents and other stakeholders.

Principle

The NP Steering Group will produce a sound Neighbourhood Plan for Stretton on Dunsmore that defines the planning policy priorities identified by the community taking into account all representations made during the plan-making process and having regard to all relevant existing plans and evidence.

Tasks and Activities

1. The Neighbourhood Plan Steering Group will:

- Determine the overall scope and objectives of the plan
- Manage the process of preparing the plan and prepare and monitor a project plan and report to the Parish Council at its meeting on a regular basis (at least 4 times a year) to ensure effective progress.
- Keep under review the legislative requirements around Neighbourhood Planning to ensure the plan meets all requirements.
- Make recommendations to the Parish Council on resourcing the development of the plan.
- Make recommendations to the Parish Council on involving the wider community in the plan.
- Manage the gathering of evidence necessary to inform each of the issues within the scope of the plan.
- Identify and assess options available in respect of each issue and prepare a draft plan for wider consideration.
- Produce minutes, reports and documents relating to the plan which will be uploaded to the Parish Council website.
- Produce engaging materials using all available media to encourage community engagement (subject to the ratification of the Parish Council).

2. The NP Steering Group will oversee the identification of planned themes which will lead the development of the plan including consultation with Parish Council and the wider community.

3. Consultation and community engagement activities the NP Steering Group undertakes will be undertaken by or on behalf of Stretton on Dunsmore Parish Council with appropriate recognition of the Parish Council's position given in all communications associated with the project.

4. The NP Steering Group will provide the Parish Council a copy of the Submission Draft Neighbourhood Development Plan prior to any publication for consultation and independent examination in order to obtain its approval for its release.

Group Membership

The NP Steering Group will be made up of members of Stretton on Dunsmore Parish Council along with members of the parish. Any person who is a resident of Stretton on Dunsmore may join the Steering Group if there is a vacant space. Membership will be capped at 20 members to ensure productivity in meetings. As a minimum the Steering Group will have the following key members:

- Chair
- Vice Chair
- Secretary

Ideally at least one of these roles should be filled by a Parish Councillor.

Where this is debate around a matter, a resolution should be found by a show of hands. All members of the NP Steering Group have equal voting rights. A minimum of four members shall be present where matters are presented for decisions to be taken. A simple majority will be required to support any motion. The Chair, or in their absence the Vice Chair shall have one casting vote.

Should group membership need to change this will be dealt with as follows:

- Additional members - This will be agreed through a vote of NP Steering Group members at the next meeting and be minuted accordingly.
- Departing members - Should there be a need for a group member to depart this will be dealt with by the Chair/Vice Chair and Secretary. The departing member should agree to a suitable handover of the NP Steering Group work they have been dealing with before their formal departure.

Meeting Arrangements

Meetings will be held at least once every eight weeks ideally face-to-face in a public building. When such venue is not available meetings of the Steering Group can be held at private residence or via a video conference application.

At its first meeting, the NP Steering Group will elect Chair, Vice-Chair and Secretary, who shall remain in those posts until the completion of the project or earlier resignation. The first meeting will be called by the Parish Clerk after he/she has informed the public of the process and called for members.

When the meetings are in session for continuity, as a minimum the Chair or Vice Chair must be in attendance. If the Secretary is not in attendance a suitable delegate should attend in order for appropriate minutes to be taken.

Full minutes of the meeting will be taken and once those minutes have been agreed they will be displayed on the Parish Council website.

The secretary shall produce an agenda at least three working days before a meeting.

Conduct and Interests

The NP Steering Group will follow the code of conduct. The NP Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations. The Steering Group will achieve this through applying the following principles:

- Work with mutual trust and respect, and combine their expertise;
- Be clear when their individual roles or interests are in conflict;
- Provide feedback from Steering Group meetings to the Parish Council;
- Bring appropriate ideas and concerns to the attention of the Steering Group;
- Inform the Steering Group when they are unable to deliver agreed actions;
- Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, ability, or religion and belief; and
- Actively promote equality of access and opportunity.

In situations where interests and roles are in conflict they must be declared before the business is discussed. The steering group member will have no voting rights. It will be agreed depending on the conflict of interest before the item is discussed if they will be allowed to participate in any discussion on the item.

Decision Making

Stretton on Dunsmore Parish Council is the qualifying body for the purposes of preparing the plan. The NP Steering Group has full delegated authority to manage the process of preparing the plan as set out in the objectives and within agreed budgets; any formal communication with the public should be issued by the Parish Clerk. Stretton on Dunsmore Parish Council will approve the final draft Neighbourhood Plan prior to submission to the local planning authority.

Dissolution of the Group

The Steering Group will be established for a time-limited period. The project is intended to run until a Plan has been presented for independent examination. The

NP Steering Group will remain active until at least the independent examiners report is published.

Review of this Document

The Terms of Reference will be reviewed and agreed by the NP Steering Group on a minimum of an annual basis. The Terms of Reference will be made available on the Parish Council website.