

Hanslope Neighbourhood Plan Steering Group

Terms of Reference

1. Purpose

To oversee and co-ordinate the production of a Neighbourhood Plan (NP) covering the entire [AREA], the “designated neighbourhood area”, working with members of the community and Hanslope Parish Council to achieve this aim.

The NP will define the planning policy priorities identified by the community taking into account all representations made during the plan-making process. The NP will include and be supported by evidence and have an appropriate delivery plan setting out, where relevant, the means by which the policy priorities may be implemented.

The Steering Group will be ~~{EITHER a sub-committee of the Parish Council, ultimately governed by its rules OR~~ an independent group comprising Hanslope Parish Councillors and local residents/businesses, and will be able to use such resources provided by Hanslope Parish Council as may be available.

2. Principles

The Steering Group will:

- a) Undertake the process in a democratic and transparent fashion.
- b) Give and encourage those who live in the area the opportunity to inform and shape the process.
- c) Make the creation of the NP a positive, constructive and forward-looking process.
- d) Aim, through the NP, to improve quality of local life and strengthen the community.

3. Tasks and Activities

The Steering Group will:

- a) Regularly report to Hanslope Parish Council, ensuring that it is informed throughout the process, and to refer appropriate issues to it as applicable and in a timely manner.
- b) Mutually agree key decisions with Hanslope Parish Council, ensuring there is a minimum of delay in that process.
- c) Prepare a project plan, in association with appointed Consultants, that sets out how the NP will be progressed through to its submission, to include a fee budget and timeframe.
- d) Publicise the intention to produce a NP, to inform and engage the community, and promote all subsequent activities and progress.
- e) Meet regularly to agree actions and discuss issues that arise.
- f) Establish and understand the needs of residents and what are their long-term aspirations.
- g) Decide upon and, if required, set up Task Teams to assist with specific areas of the NP.
- h) Liaise with residents, partners and stakeholders throughout the development of the NP.
- i) Consult as widely and thoroughly as possible to ensure that the draft and final NP is representative of the views of residents.
- j) Produce minutes from its meetings and to quickly circulate them to the Hanslope Parish Council and to all Steering Group members (and others as agreed to be appropriate).

- k) Set up a mechanism to inform interested residents of progress e.g. monthly updates by email, website, and physically on Notice Boards and by leaflet as appropriate. Encourage residents to sign up to these.
- l) Agree financial arrangements and budget with Hanslope Parish Council.

4. Reporting and Communication

- a) The Steering Group has delegated authority from Hanslope Parish Council to deliver its plan-making functions up to and including publication of the Submission Neighbourhood Plan. However, the final decision to publish the Pre-Submission and Submission versions of the NP will remain with Hanslope Parish Council, which may request that the documents are amended before publication.
- b) The plan-making process will be under the auspices of Hanslope Parish Council as the Qualifying Body defined by the Neighbourhood Planning (General) Regulations 2012 (as amended). All publications, consultation and community engagement exercises will be undertaken on behalf of Hanslope Parish Council and will make it clear in all communications that it is the Qualifying Body.

5. Membership and responsible persons

- a) There will be a maximum of 8 members of the Steering Group, to include the ~~Chair of Hanslope Parish Council~~ (or nominee), 3 Councillors of Hanslope Parish Council and the balance being representatives from residents and relevant organisations in the Neighbourhood Area.
- b) Members must reside in the Neighbourhood Area. A person living outside the Area but running an established local business may be invited to join, subject to there being no conflict of interest.
- c) The Steering Group should seek to secure a total membership that reflects the profile of the Area in terms of age, gender and ethnicity, and the geography of the Area in terms of having representation from across that Area.
- d) The Steering Group shall be quorate when more than half of the members are in attendance and decisions can be made by simple majority, the Steering Group Chair to have a casting vote if required.
- e) Interim decisions can be made by members via email/telephone communications and reported at the subsequent meeting.
- f) If Task Teams are formed then each will be chaired by a member of the Steering Group, who will be responsible for reporting the progress of the Task Team to the Steering Group and for raising any matters of interest.
- g) The Steering Group may elect a 'Lead Team' of 3 of its members to represent it at meetings with other parties. The Steering Group may provide the Lead Team with a mandate for such meetings and the Lead Team will be responsible for reporting back to the Steering Group on all its meetings. The Lead Team may only make decisions on matters on which it has been given a mandate by the Steering Group.
- h) The Steering Group will elect a Chairman at the first meeting after the adoption by Hanslope Parish Council of the Terms of Reference and will define how the secretariat and administration roles will be carried out. The role of the Chairman will be to oversee and chair meetings, to agree meeting agendas and to ensure actions are followed up as necessary. The

Chairman will ensure that all Steering Group members' interests are registered and any conflict of interest recognised and noted.

- i) People who wish to be involved in the NP but do not wish to become Steering Group members may be invited to join a Task Team appropriate to their expertise and/or interest.
- j) [LPA] officers or councillors, as well as other agencies appointed by Hanslope Parish Council to support the process may be invited to attend meetings and contribute, under the direction of the Chairman, to the discussions as appropriate, but cannot be voting members.

6. Roles within the Steering Group

- a) The Steering Group shall elect a Chairman and Secretary. If the Chairman is unable to attend a meeting then a temporary Chair (selected from the Steering Group members only) will be elected for that meeting. When required, the Steering Group shall appoint Vice Chair(s).
- b) The Secretary will take notes/minutes from the meeting so recording main decisions and action points and make these available to the public as appropriate. Minutes of each meeting of the Steering Group to be forwarded to the Hanslope Parish Council clerk for inclusion in the next Hanslope Parish Council meeting.

7. Steering Group Meeting Arrangements

- a) The Steering Group shall meet minimum of monthly. When necessary, additional meetings and/or alternative dates may be organised.
- b) EITHER The public are welcome to attend Steering Group meetings and to speak at the Chairman's discretion OR The Steering Group meetings will be closed to the public but all its reports will be published.
- c) From time to time other stakeholders or interested parties may be invited to attend a specific Steering Group meeting to give a presentation and/or discuss their interest in the proposed NP.
- d) A list of Steering Group members and contact details shall be maintained.
- e) Details of, and any changes to, the Steering Group membership will be notified to Hanslope Parish Council.
- f) Details of all meetings to be circulated to all Steering Group members and Hanslope Parish Council Councillors at least one week before the meeting unless otherwise agreed by the Chairman.

8. Finance

- a) The Steering Group will not hold its own funds but may manage the budget allocated to the NP by Hanslope Parish Council. All expenditure incurred on the project will be invoiced to Hanslope Parish Council in accordance with the terms and conditions of the appointment.
- b) If the Steering Group considers that additional expenditure is necessary, then it make a recommendation to Hanslope Parish Council for its prior approval.

9. Changes to the Terms of Reference

Amendments to the terms of reference may be proposed at a Steering Group meeting and agreed by the majority of its members. Proposed amendments must be presented to XXX for prior approval.

SIGNED FOR Hanslope Parish Council

SIGNED FOR STEERING GROUP

[DATE]