

# terms of reference for Stinsford Neighbourhood Plan Steering Group agreed by the Steering Group , July 2018

## Background

Stinsford Parish Council is the Qualifying Body under the Localism Act 2011 for the preparation of a Neighbourhood Plan for Stinsford Civil Parish (“the Plan”). Stinsford Parish Council has agreed to establish project management arrangements through a Neighbourhood Plan Steering Group to facilitate the delivery of the Plan. The Parish Council has granted delegated authority in exercise of its relevant plan-making functions to the Steering Group.

## Steering Group Objective

The objective of the Steering Group is to produce a sound Neighbourhood Plan which takes into account all representations made during its preparation and achieves the approval of Stinsford parishioners in a referendum. The purpose of the Plan is to provide for development in the parish to meet the community's needs up to 2036 whilst safeguarding and enhancing the parish's outstanding environment and heritage.

## Powers

The Parish Council delegates to the Steering Group the power to gather evidence to support the Plan, to draft policies, text and illustrations for the plan, to consult with stakeholders including residents and workers in the parish about the plan, and to undertake any other necessary activities that further the preparation of the Plan, provided that these activities are within the scope of the powers of the parish council and subject to budget limits set by the parish council. The Steering Group will lead the preparation of the Plan and will be responsible for project management and decision making. The Steering Group will guide the content of the Plan and all associated evidence and analysis up to the consultation draft stage (the “Regulation 14 Draft”).

The final decision on the content of the Regulation 14 draft plan, and on the plan to be submitted to the local authority, will remain with the parish council.

Stinsford Parish Council will hold all funds allocated or raised for the purpose of preparing the plan.

## Responsibilities of the Steering Group

The Group will:

- provide a locally accountable lead for preparing the Plan;
- agree a project timetable and endeavour to secure compliance;
- agree a community engagement strategy;
- agree the initial scope of the Plan prior to early public engagement;
- confirm, subject to consultation with the Parish Council, the scope of the Plan following analysis of early and subsequent community engagement;
- approve all background and evidence-based reports prior to publication;
- approve all consultation documents prior to publication;
- approve, subject to ratification by the Parish Council, the final submission version of the Plan; and
- actively support and promote the preparation of the Plan throughout the duration of

the project.

### Duration of Steering Group

The Steering Group will remain active throughout the preparation of the Plan and its submission to the local authority, until the independent examiner's report is published. The Steering Group will be disbanded once the Parish Council has considered the examiner's report.

### Membership of the Steering Group

Members of the Steering Group shall comprise four representatives of volunteers engaged in preparing the plan, chosen by consensus among the volunteers, two parish councillors chosen by the parish council, and the chair, at the time being, of the parish council. The Steering Group shall choose from among their number a Chair, Vice-Chair and Secretary. The Treasurer shall be chosen from among the parish councillors on the Steering Group.

The Steering Group shall have the power to invite people with special expertise to take part in their meetings on a short-term basis when they deem it helpful.

If any members of the Steering Group wish to stand down before the Group is disbanded, the remaining members shall have the power to co-opt replacement members.

### Reporting

The Steering Group will submit a written report on progress to the Parish Council three times a year, will send a representative to Parish Council meetings, and will publish minutes of its meetings on the website of the Neighbourhood Plan.

### Meetings

Steering Group meetings will take place at least once every two months. Decisions by the Steering Group should normally be made by consensus at Steering Group meetings. Where a vote is required each member shall have one vote. 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.

### Conduct

The Steering Group will follow the code of conduct set out by the Nolan Committee on Standards in Public Life. The Steering Group will apply the following principles:

- Work with mutual trust and respect, and combine their expertise;
- Be clear when their individual roles or interests are in conflict;
- Inform the Steering Group when they are unable to deliver agreed actions;
- Treat everyone with dignity, courtesy and respect regardless of any differences; and
- Actively promote equality of access and opportunity

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