



## **STEWKLEY NEIGHBOURHOOD PLAN STEERING GROUP**

### **TERMS OF REFERENCE**

#### **1. Purpose of the Steering Group**

- 1.1 Stewkley Parish Council is the qualifying body for the preparation of a Neighbourhood Plan for their parish area. The Parish Council has agreed to establish a working group to facilitate the delivery of this plan-making function – the Stewkley Neighbourhood Planning Steering Group.**
- 1.2 The Steering Group is responsible for project management and will lead the preparation of the Stewkley Neighbourhood Plan. The Steering Group will guide and develop the content of the Plan and all associated evidence and analysis up to Preferred Option Consultation Draft stage.**

#### **2. Reporting and Decision Making**

- 2.1 The Steering Group reports to the Parish Council and is defined as a ‘working group’**
- 2.2 The Steering group will make recommendations to the Parish Council**
- 2.3 The Parish Council is the decision making body**

#### **3. The Group will be responsible for:**

- 3.1 Providing a locally accountable and representative lead for plan making;**
  - 3.2 Developing the project timetable and endeavouring to secure compliance;**
  - 3.3 Communication, consultation and engagement strategy;**
  - 3.4 Liaising with the AVDC Neighbourhood Planning officer at all stages of the plan development**
  - 3.5 Developing the initial scope of the Plan prior to early public engagement;**
  - 3.6 Confirming, subject to consultation with the Parish Council, the scope of the Plan following analysis of early and subsequent community engagement;**
  - 3.7 Quality assurance of all consultation documents, background and evidence based reports prior to publication;**
  - 3.8 Producing a final submission version of the Stewkley Neighbourhood Plan for Parish Council approval; and**
  - 3.9 Actively supporting and promoting the preparation of the Stewkley Neighbourhood Plan throughout the duration of the project.**
- 4. Duration: 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 Steering Group will remain active until the independent examiners report is published.**
- 5. Steering Group Objective: To support the Parish Council in producing a draft Neighbourhood Plan for the Parish of Stewkley, that provides logical and non-discriminatory rationale for a spatial planning policy based on priorities identified by the community taking into consideration all relevant evidence.**

## **6. Membership and Meetings**

### **6.1 Steering Group Membership**

- **Chair of Stewkley PC;**
- **Members of Stewkley PC;**
- **Community Members i.e. parishioners**

### **6.2 The Steering Group shall;**

- **Elect a Chairman, Vice Chairman and secretary from their number**
- **Review its membership from time to time**
- **The Steering Group may form sub-committees**

### **6.3 Frequency, Timing and Procedure of Meetings**

- **The Steering Group shall meet not less than eleven times a year**
- **Meetings shall normally be held at a time and place to be agreed by the Chairman of the Steering Group**
- **Any changes to Steering Group Terms of Reference shall require Parish Council approval**
- **Steering Group meetings shall be conducted in accordance with set procedures to be determined and agreed by the Steering Group**

## **7 Steering Group Conduct**

**7.1 The probity of the group and the plan shall be open and transparent.**

**7.2 All Members of the Steering Group must declare any personal interest that may be perceived as being relevant to any recommendations made by the group. This may include membership of an organisation, ownership of interest in land (directly or indirectly) or a business or indeed any other matter likely to be relevant to the work undertaken by the Steering Group.**

**7.3 There shall be no discrimination in the plan making process.**

**7.4 Members of the Group will work together for the benefit of their communities.**

**7.5 Members of the Group will treat each other with respect and dignity, allowing each other to air their views without prejudice and interruption.**

## **8 Administrative Support**

**8.1 The secretary shall ensure that appropriate clerking arrangements are in hand for all Steering Group meetings.**

**8.2 Agenda and associated papers shall normally be dispatched three clear days before the date of the meeting by e-mail.**

**8.3 The Steering Group shall keep Minutes of proceedings and shall cause the Minutes to be recorded and open to public scrutiny**

## **9 Reporting and Communication**

**9.1 The Group will report monthly to the Parish Council setting out progress on its work.**

**9.2 All publications, consultation and community engagement exercises will be undertaken by or on behalf of Stewkley Parish Council with appropriate recognition of the Parish Council's position given in all communications associated with the project.**

**10 Distribution of Terms of Reference - a copy of the Terms of Reference shall be given to each Member of the Steering Group. The Chair shall ask each Member to sign a declaration of receipt of this document (or any subsequent version).**