



## Neighbourhood Plan Steering Group

### Terms of Reference

#### Background

Denmead has a 'made' Neighbourhood Plan which, whilst currently takes us to 2031, must be revised every five years, in line with Winchester City Council's 'Local Plan'. Winchester are revising the local plan currently.

#### Purpose of Steering Group

While the Parish Council is the 'responsible (qualifying) body' for the preparation of the Neighbourhood Plan, the plan is a document produced and owned by the community as a whole. The Steering Group is an advisory body and as such will make recommendations to the Parish Council and provide support. The group will undertake the following, subject to the approval of the Parish Council:

- Investigate and identify support for the Neighbourhood Plan
- Through the Parish Council, identify sources of funding
- Take responsibility for planning, budgeting and monitoring expenditure on the Neighbourhood Plan and report back to the Parish Council on these matters
- Liaise with relevant authorities and organisations to make the Neighbourhood Plan as effective as possible, ensuring it conforms to national and local policies
- Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible
- Determine the types of survey and information gathering to be used
- Be responsible for the analysis of the surveys, as well as the production of the Draft report. The Parish Council will approve the Submission Draft Neighbourhood Plan prior to publication for consultation and independent examination.
- Identify priorities and timescales for local action in the Project Plan, including the lead organisations
- Produce a consultation and engagement strategy, showing how the public will be involved throughout the process
- Regularly report back to the Parish Council on progress, issues arising and outcomes
- Ensure all relevant information is published on the Neighbourhood Plan website. DPC website will signpost people to the Neighbourhood Plan website and flag when updates are available

Denmead Parish Council has approved the creation of a Steering Group and hiring of Stuart Todd Associates as a consultant. The role of the consultant is to provide professional advice and support and guide the Steering Group (and DPC) through the legal framework. The Operations Manager will be the day-to-day contact for administrative matters. By accepting these Terms of Reference, the steering group understands that a proportion of the work during the plan's development will be done by members of the group (as well as DPC). This is important, as the steering group, and Parish

Council, (as 'qualifying body') must have 'ownership' of the plan, of consultation and of the process on behalf of the community.

The Steering Group must gain Council permission to incur expenditure and report at every Full Council meeting.

## **Membership**

The Steering Group will consist of members of the Parish Council together with a number of co-opted members from the community. Maximum membership will be 13.

A member of the Parish Council will act as Coordinator for the process. They will act as the Chair of the Steering Group and coordinate the work of the Steering Group. It is expected that all Steering Group members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest

Members of the Steering Group must be willing to work together for the benefit of their community. They must treat other members with respect and dignity and be prepared to consider views that are different from their own. Membership may change during the working life of the steering group.

## **Meetings and Voting**

The Steering Group will arrange its own meeting schedule. ~~Full~~ Steering Group meetings will be informal in nature and will be open to members of the public if they wish to attend. Meeting will be either held in person or online via a 'Zoom' meeting. Meetings may be recorded.

The Steering Group may invite individuals or organizations to attend meetings to give advice on any relevant topic.

Wherever possible, the Operations Manager or suitable nominated other representative will attend and record Steering Group meetings. Notes and or action points of meetings will be published on the Neighbourhood Plan website.

Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required, each member shall have one vote. A minimum of five members shall be present where matters are presented for decisions to be taken. A simple majority will be required to support any motion. The Chairman shall have one casting vote should the need arise.

## **Declarations of Interest**

Steering Group members should declare an interest where decisions or recommendations could result in potential advantage or disadvantage, whether financial or otherwise, to them, their family or close associates.

In the interests of transparency, the Chair of the Neighbourhood Planning Steering Group will keep a record of declarations of interest which will also be made a public record on the Neighbourhood Plan website.

## **Reviewing the Terms of Reference**

The Parish Council will be responsible for agreeing these terms of reference and any relevant amendments to them. The Terms of Reference will be reviewed periodically to ensure that they remain fit for purpose.

### **Dissolution**

The Steering Group will be dissolved once its objectives have been attained, or when at least 2/3 of members consider it is no longer required, or on a formal decision of the Parish Council.