

## **Beaudesert & Henley in Arden Neighbourhood Plan Steering Group**

### **Terms of Reference**

Beaudesert & Henley in Arden Joint Parish Council (JPC) has resolved to produce a Neighbourhood Development Plan (NDP) and has determined that the Plan shall cover the designated area.

The JPC, while retaining full responsibility for the NDP, recognises that the content of the NDP must be driven by the community and draw on skills and expertise from outside the JPC.

An NDP Steering Group has been created to lead the project to a successful conclusion and the name of the Group shall be Beaudesert & Henley in Arden Neighbourhood Plan Steering Group.

### **Purpose of the Steering Group**

The purpose of the Steering Group is the preparation of a Neighbourhood development Plan and associated tasks leading to its adoption by Stratford District Council.

In undertaking this, their objectives will be:

- Consider the options and develop policies to inform the future development and use of land in the designated neighbourhood area.
- Be aware of the development areas identified in the Core Strategy and National Planning Policy Framework (NPPF), including establishing further development areas if they are required and appropriate.
- Ensure that the NDP is supported by an effective on-going programme of communication and consultation with the community, businesses, Stratford District Council, developers, adjoining parishes and other key stakeholders.
- Identify sources of funding
- Liaise with statutory and other relevant authorities and organisations to ensure that the NDP is as comprehensive and inclusive as possible
- 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 consultation and information gathering to be used
- Liaise with, and direct the work of, consultants and specialists
- Be responsible for the analysis arising from such consultations and the production and distribution of the final reports
- Conform to the NPPF and Core Strategy and with EU and Human Rights legislation
- Report back regularly to Beaudesert & Henley in Arden Joint Parish Council on progress, significant issues and budgetary implications
- Present key documents and the draft NDP for consultation with the JPC, residents and businesses, Stratford District Council and the Independent Examiner, and assist in arrangements for the Referendum

- Present recommendations for the implementation of the NDP.

### **Membership and Conduct**

- The Neighbourhood Plan Steering Group shall be formed from current and past parish councillors and local members of the community. The JPC Parish Clerk, or a representative from the JPC can be present in ex-officio, non-voting capacity at all meetings.
- The Neighbourhood Plan Steering Group may co-opt additional support to carry out specific tasks for as short or long period as necessary
- Membership of the Neighbourhood Plan Steering Group is voluntary
- All members of the Neighbourhood Plan Steering Group must abide by the Code of Conduct of the JPC and in doing so must declare any personal or pecuniary interests that may be perceived as relevant to the decisions or recommendations made by it. This may include membership of an organisation, ownership or interest in land or business or any other matter likely to be relevant to the work undertaken by the Neighbourhood Plan Steering Group.
- The Chair of the Neighbourhood Plan Steering Group will be elected by the members of the Steering Group, after any nominations are seconded, and then by a show of hands only if more than one candidate is nominated. If only one candidate is nominated and seconded, then they are automatically appointed.
- In the absence of the Chair, the Neighbourhood Plan Steering Group will elect a Chair from the members present at the meeting.

### **Supporting Officers and Administration**

- Administrative support for the Neighbourhood Planning Steering Group will be provided by members and/or the JPC as required.

### **Meetings**

- The Neighbourhood Planning Steering Group shall arrange its own meeting schedule and shall meet as required.
- Matters requiring a vote shall be decided by a simple majority of votes of the Neighbourhood Planning Steering Group members present. The Chair of the meeting has the casting vote.
- The Neighbourhood Planning Steering Group is quorate providing that all the following apply:
  - A minimum of four members are present
  - There are no fewer than two JPC Councillors present
  - There is at least one member of the community present
  - The meeting has been properly convened.
- The administration support will keep a record of meetings and circulate minutes to the Neighbourhood Planning Steering Group members and the Clerk of the JPC

- The Neighbourhood Planning Steering Group meetings and activities shall follow good practice. The Neighbourhood Planning Steering Group may seek, and shall follow, the guidance of the JPC Clerk regarding procedural matters

### **Affiliations, Interests and Contributions**

- The Neighbourhood Planning Steering Group shall not itself be affiliated to any political party.
- Organisations and businesses may assist in the production of the NDP and may contribute to the cost of producing it. Details of any donations or assistance must be made publicly available and must not influence the recommendations of the NDP.

### **Reporting and Communication**

- The Neighbourhood Planning Steering Group is established having full delegated authority from the JPC to deliver its plan-making functions up to and including publication of a Preferred Options Consultation Draft NDP. The Neighbourhood Planning Steering Group will report regularly to the JPC setting out progress on its work. The JPC will approve the Submission Draft NDP prior to publication for consultation and independent examination
- The plan-making process remains in the control of the JPC as the qualifying body. All publications, consultations and community engagement exercises will be undertaken by or on behalf of the JPC with appropriate recognition of the JPC's position given in all communications associated with the project.

### **Freedom of Information and Access to Information**

- As an extension of the JPC, and in accordance with the Freedom of Information Act (2000), the Neighbourhood Planning Steering Group will make available to the public: minutes of meetings, policies and procedures, details of its organisation and structure and information on budget and expenditure
- Meetings will be informal and can be open to members of the public. However, minutes will be kept.

### **Finance**

- The Neighbourhood Planning Steering Group will apply for grant assistance with costs and notify the JPC for any support finance they may require
- The Neighbourhood Planning Steering Group shall not have its own bank account. The JPC is responsible for all budgetary matters, expenditure monitoring and reporting
- All items of expenditure shall be referred to the JPC for approval and action.

### **Changes to the Terms of Reference**

- Should any amendments be required to these Terms of Reference, the changes must be ratified by the JPC.