

## **WISBOROUGH GREEN NEIGHBOURHOOD PLAN REVIEW STEERING GROUP TERMS OF REFERENCE**

The Wisborough Green Neighbourhood Plan (2014 to 2029) was ‘made’ by the South Downs National Park Authority on 9 June 2016 and Chichester District Council on 19 July 2016. In view of the Chichester District Local Plan Review and the possible requirement to accommodate further housing, it may be necessary for the Neighbourhood Plan to be reviewed. As such, the Parish Council has agreed to establish a Neighbourhood Plan Review Steering Group to plan and oversee this process (if required).

### **1. PURPOSE**

- a. The purpose of the Neighbourhood Plan Steering Group is to design and facilitate a process that will result in the preparation of a updated Neighbourhood Plan for Wisborough Green, to be adopted by the local planning authorities, and to provide a guide for appropriate sustainable development in order that:

*Wisborough Green will continue to be a traditional rural Parish that welcomes positive change, sustainable growth and progress, whilst conserving and enhancing the special qualities that create this small but thriving community within its unique, historical, and precious environment, for current and future generations to enjoy.*

### **2. PRINCIPLES**

- a. That the Steering Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community.
- b. All decisions made shall be fully evidenced and supported through consultation with the local community.

### **3. ROLE AND RESPONSIBILITIES**

In order to achieve this, the Steering Group will carry out the following roles:

- Be accountable for steering and providing strategic management of the review process;
- Produce, monitor and update a project timetable;
- Produce a consultation and engagement strategy, showing how the public will be involved throughout the process;
- Regularly report back to the Parish Council for endorsement of decisions taken;
- To undertake analysis and evidence gathering to support the plan production process;
- Actively support and promote the preparation of the updated Wisborough Green Neighbourhood Plan throughout the duration of the project;
- Identify sources of funding;
- Liaise with relevant authorities and organisations to make the plan as effective as possible;
- Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of all residents are understood;
- Consult as widely and thoroughly as is possible to ensure that the draft and final Plan is representative of the views of residents;
- Agree, subject to ratification by the Parish Council, a final submission version of the updated Wisborough Green Neighbourhood Plan.

### **4. STEERING GROUP MEMBERSHIP**

- a. The Steering Group will be made up of a cross-section of volunteers from the community, including Parish Councillors. Membership shall comprise of no less than 5 members. Additional members can be co-opted if required.
- b. The Group shall review its membership from time to time.
- c. The Steering Group shall be quorate when 5 members are present, of whom at least 1 must be a Wisborough Green Parish Council representative.

- d. In addition, the Steering Group may be supplemented by representation from the local planning authorities and guidance may be given to the group through a representative appointed by Planning Aid on a Consultancy Basis.
- e. The Steering Group may also engage or co-opt further advice or representation from any other person or organisation that is likely to bring additional benefit to the project.

## **5. DECISION MAKING**

- a. The Steering Group has full delegated authority from the Parish Council to deliver its plan-making functions up to and including publication of the Consultation Draft Plan.
- b. The Group will report monthly to the Parish Council setting out progress on its work.
- c. The Parish Council will approve the Submission Draft Neighbourhood Plan prior to publication for consultation and independent examination.
- d. The plan-making process remains the responsibility of the Parish Council as the qualifying body. All publications, consultation and community engagement exercises will be undertaken by or on behalf of the Parish Council with appropriate recognition of the Parish Council's position given in all communications associated with the project.
- e. 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 simple majority vote will be required to support any motion. The Chairman shall have one casting vote.

## **6. STEERING GROUP CHAIRMAN**

- a. The Group shall elect a Chairman and Deputy Chairman from their number. Either the Chairman or Deputy should be a Wisborough Green Parish Councillor.
- b. If the Chairman is not present, the Deputy Chairman shall take the meeting. If neither is present, members shall elect a Chairman for the meeting from amongst their number.

## **7. CLERKING ARRANGEMENTS**

- a. The clerking will be undertaken by the Wisborough Green Parish Clerk, who may also be a member of the Steering Group with voting rights.
- b. Notice and associated papers shall normally be despatched three clear days before the date of the meeting. Email communication will be used where possible.
- c. The Clerk will be responsible for the preparation of meeting minutes and will maintain records of the notes prepared by any working group. These minutes or notes of proceedings will be open to public scrutiny.

## **8. FREQUENCY, TIMING AND PROCEDURE OF MEETINGS**

- a. The Steering Group shall meet not less than once every quarter.
- b. Working Groups may be formed as required. Each Working Group shall nominate a lead person who is responsible for generally overseeing the activities for the Working Group and for reporting to Steering Group meetings. Each working group shall be responsible for providing brief meeting notes; a different note taker can be nominated for each meeting. Meeting notes must be provided to the Parish Clerk, ideally in electronic form, and will be a matter of public record.
- c. Any changes to the Terms of Reference shall require Wisborough Green Parish Council approval.

## **9. FINANCIAL MANAGEMENT**

- a. All grants and funding will be applied for and held by the Parish Council, who will ring-fence the funds for Neighbourhood Plan work.
- b. The Steering Group will notify the Parish Council, advising of any planned expenditure before it is incurred. Due to time constraints, this may be by email through the Parish Clerk.
- c. Steering Group members and volunteers from any working groups may claim back any previously agreed expenditure incurred during any Neighbourhood Plan related work.

## **10. CONDUCT**

The Steering Group will:

- Work with mutual trust and respect, and combine their expertise;
- Be clear when their individual roles or interests are in conflict;
- Provide feedback from Steering Group meetings to their parent organisation, where appropriate;
- Inform the Steering Group when they are unable to deliver agreed actions;
- Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, ability, or religion and belief; and
- Actively promote equality of access and opportunity.

## **11. CONFLICT OF INTEREST:**

- a. This will be a standing item on each agenda, allowing members to declare any interest on items being discussed. All members of the Steering/Working Groups must declare any personal interest that may be perceived as being relevant to the decisions or recommendations made by the group. This may include membership of an organisation, ownership or interest in land or business or indeed any other matter likely to be relevant to the work undertaken by the Steering/Working group which could be perceived as a prejudicial interest.
- b. In situations where interests and roles are in conflict they must be declared before the business is discussed, and the Steering Group member should leave the room for that item.

## **12. DISSOLUTION**

- a. The Steering Group will be dissolved once its objectives have been attained and/or when at least (two-thirds) of its members and the Parish Council, consider its services are no longer required.

Approved and adopted by the Parish Council on 16<sup>th</sup> October 2018

Approved and adopted by the Neighbourhood Plan Review Steering Group on 26<sup>th</sup> November 2018