

Newton on the Moor and Swarland

NEIGHBOURHOOD PLAN STEERING GROUP TERMS OF REFERENCE

1. Purpose of the Steering Group

1.1 Newton on the Moor and Swarland Parish Council ('the Parish Council') is the qualifying body for the preparation of a Neighbourhood Plan for their civil parish area. The Parish Council has under sections 101 and 102 of the Local Government Act 1972 established a committee to be the Steering Group ('the Steering Group') to facilitate the delivery of this plan.

1.2 The Steering Group will:

- i. provide a locally accountable and representative lead for plan-making;
- ii. agree a project timetable and endeavour to secure compliance;
- iii. agree a project communication, consultation and engagement strategy;
- iv. agree the initial scope of the Plan prior to early public engagement;
- v. confirm, subject to consultation with the Parish Council, the scope of the Plan following analysis of early and subsequent community engagement;
- vi. consider all background and evidence-based reports prior to publication;
- vii. consider all consultation documents prior to publication;
- viii. agree, subject to ratification by the Parish Council, a final submission version of the Newton on the Moor and Swarland Neighbourhood Plan; and
- ix. actively support and promote the preparation of the Newton on the Moor and Swarland Neighbourhood Plan throughout the duration of the project.

1.3 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 examiner's report is published.

2. Steering Group Objective

2.1 The objective of the Steering Group is to produce a sound Neighbourhood Plan for the Parish of Newton on the Moor and Swarland that defines the spatial planning policy priorities identified by the community taking into account all relevant representations made during the plan-making process and having regard to all relevant existing plans and evidence. The Plan will

include or be supported by an appropriate delivery plan setting out, where relevant, the means by which these policy priorities may be implemented.

3. Steering Group Membership

3.1 The Steering Group will comprise no fewer than 3 Parish Councillors and 3 volunteers from within the Parish

3.2 Membership will be reviewed and confirmed annually by the Parish Council.

4. Reporting and Communication

4.1 The Steering Group is established with full delegated authority from the Parish Council to deliver the plan-making functions up to and including providing appropriate draft documents and a Pre-submission Draft Neighbourhood Plan.

4.2 The Steering Group may take its own decisions at its formal meetings, in furtherance of its functions, and in accordance with its agreed plan and budget. Where a decision is required urgently and/or which falls outside this remit, the Steering Group may refer the matter to the Parish Clerk who will arrange for an urgent decision to be made by the Parish Council.

4.3 The Steering Group will report to the Parish Council setting out progress on its work at regular intervals and in any event no less than 4 times in any year. The Parish Council will approve the Submission Draft Neighbourhood Plan prior to submission to the Local Planning Authority.

4.4 The plan-making process remains in the control of the Parish Council as local authority and qualifying body. All publications, consultation and community engagement exercises will be undertaken by or on behalf of Newton on the Moor and Swarland Parish Council with appropriate recognition of the Parish Council's position given in all communications associated with the project.

5. Meetings

5.1 Steering Group meetings shall be arranged as often as the Steering Group shall agree but not less than 4 times per year. In addition, the Steering Group may meet from time to time, not only in person but also 'virtually' via video calls or similar communications.

5.2 The Steering Group will appoint a Chair, Vice Chair and Secretary at their first meeting.

5.3 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 four members shall be present where matters are presented for decisions to be taken of which at least two shall be Parish Councillors. A simple majority will be required to support any motion. The Chair, or in their absence the Vice-Chair shall have one casting vote.

6. Support

6.1 The Parish Council will provide the Steering Group with such support as they may from time to time require in order to fulfil the functions of the Steering Group.

7. Conduct

7.1 The Steering Group will follow the code of conduct set out by the Nolan Committee on Standards in Public Life. Whilst Members as individuals will be accountable to their parent organisations, the Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.

7.2 The Steering Group will achieve this through applying the following principles:

- 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;
 - Assist their parent organisation to bring appropriate ideas and concerns to the attention of the Steering Group;
 - 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.

8. Alterations to the Terms of Reference

The Parish Council may from time to time, following consultation with the Steering Group, agree to alter these terms of reference.