

# **BENTLEY PARISH COUNCIL**

## **NEIGHBOURHOOD PLAN - STEERING GROUP**

### **TERMS OF REFERENCE (Draft 0.10)**

**October 2014**

#### **1 Introduction**

Bentley Parish Council has agreed to produce a Neighbourhood Plan. In order to produce the plan we will need to establish a Steering Group to carry out the required work programme within a very tight, but workable timeline.

#### **2 Membership of the Steering Group**

- a) The Steering Group will -be made up of local people from the Parish of Bentley.
- b) Reasonable endeavours will be taken to achieve a broad demographic mix of individuals to reflect the different sectors of the community.
- c) The Steering Group will consist of no more than 10 people in total including the Clerk to Bentley Parish Council, who will be the Project Manager and provide ancillary support.
- d) There will be 2 representatives from the Parish Council
- e) The rest of the members of the Steering Group will be agreed/nominated by the Parish Council but do not have to be members of the Parish Council
- f) The Steering Group may need to form sub-committees (which would not have to be members of the Steering Group) to consider various topics involved in producing the Neighbourhood Plan.
- g) It is acknowledged that it is likely that much of the work required to produce a Neighbourhood Plan may well be carried out through these sub committees. Their members largely being enlisted from the 60+ who have offered their services from the public exhibitions on 14<sup>th</sup> August and 13<sup>th</sup> October 2014.

#### **3. Roles and Responsibilities of the Steering Committee**

- a) The primary purpose of the Steering Group is to plan for, prepare and research the necessary work required to produce a Neighbourhood Plan. It will act under the auspices of and report to the Parish Council.
- b) The Steering Group will be a Working Party to Bentley Parish Council.

- c) It will report to and liaise with the Parish Council, keeping it fully apprised of the progress of the plan and ensuring that they continually represent their views and concerns.
- d) It will liaise, in consultation with the Parish Council and with the local community, promoting the plan, answering concerns and questions and driving and organising any necessary public consultation events.
- e) It will liaise with East Hants District Council's Planning Strategy Department during the neighbourhood Planning process to properly establish any future development needs of the area.
- f) It will liaise with East Hants District Council's Planning Strategy Department during the Neighbourhood Planning process to develop policies to inform the future development and use of land within the defined plan area.
- g) It will work to draw up the Neighbourhood Plan and any revisions to reflect the on-going consultation process.
- h) It will support the Parish Council through the Referendum process.
- i) It will ensure that meetings are accurately and appropriately minuted and reported to the Parish Council.
- j) It will ensure that there is full transparency and engagement with local communities and it will operate in an open and inclusive manner.
- k) It has responsibility for preparing and presenting a budget to the Parish Council for approval and endorsement.

#### **4. Responsibilities of all members of the Steering Committee**

- a) All members of the Steering Committee will comply with the Nolan Principles of Standards in Public Life to ensure that the probity of the Steering Group and its work is completely open and transparent.
- b) All members of the Steering Group must be asked to declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the Steering Group. This may include membership of any organisations, ownership of interest in land (directly or indirectly) or a business or indeed any other matter likely to be relevant to or

conflict with the work undertaken by the Steering Group.

- c) To ensure that there is no discrimination in the plan-making process and that it is an inclusive, transparent and open process
- d) Members of the Steering Group will be expected to treat other members of the Committee with respect and dignity allowing every member to air their views without prejudice and interruption.
- e) Members of the Steering Group have a responsibility to act in the best interests of the Neighbourhood Plan area as a whole and to contribute to the preparation of a long-term plan/strategy that will work to enhance the economic, social and environmental interests of Bentley Parish.

## **5. General Matters**

- a) The Terms of Reference will be continually reviewed during the lifetime of the project and relevant amendments will be made following recommendations by the Steering Group to the Parish Council, or directly by the Parish Council.
- b) The Steering Committee will regularly report its finding and progress to the Parish Council including the on going budgetary implications associated with the project. Any proposed expenditure by the Steering Group will need to be approved by the Parish Council
- c) The first meeting of the Steering Group will be organised by the Parish Council and be Chaired by a member of the Parish Council,
- d) The first meeting of the Steering Group suggested agenda points:
  - 1) Confirming Membership of the Steering Group
  - 2) The election of a Chairman and Vice Chairman for the Steering Group
  - 3) Agreeing its Terms of Reference.
  - 4) Identifying members' specific roles and responsibilities
  - 5) Identifying and agreeing what resources may be required including those from the Local Authority.
  - 6) Discussion of need for a sustainability appraisal and identifying viable data/information sources.
  - 7) Determining the frequency, time and location of the group's meetings