

# Studley Neighbourhood Development Plan Terms of Reference

## Name

The name of the organisation shall be the Studley Neighbourhood Development Plan Steering Group.

## Purpose

The Parish Council will form a steering group to oversee the whole process of the development and production of the draft Plan which will be put to a public referendum. The purpose of the Steering Group shall be to develop a Neighbourhood Development Plan covering the Parish of Studley.

## Objectives

- Promote the process of preparing the Neighbourhood Development Plan, be encouraged to participate and provide their views and opinions on the specific topics which are covered during the preparation of the Plan
- Arrange meetings and appoint working groups to gather views and consult on emerging policies which are considered appropriate for incorporation in the draft Plan
- Assess existing evidence about the needs and aspirations of the parish and surrounding area
- To identify any gaps and further evidence needed to support proposals and policies
- Liaise with relevant organisations and stakeholders to secure their input in the process
- Identify ways of involving the whole community in the process and gather the views and opinions of as many groups and organisations as practical to inform the process
- Analyse the results of questionnaires or other community engagement activities undertaken including; other evidence received during the planning process and use them to prepare a robust draft plan
- Inform the Parish Council of progress on a regular basis in order that Steering Group or Working Group Minutes can be noted

## Membership of the Steering Group

The group should consist of representatives from the local community and elected members or officers of the Parish Council. The maximum number of Parish Councillors on the Steering Group should be no more than 50%. The Steering Group has delegated powers and may form working groups to undertake various aspects of the work involved in producing the Neighbourhood Development Plan.

Nominations to the group will take place at a meeting open to the public.

Any resident or person, particularly those representing a local group or local business may stand for election to the group. The group may co-opt non-members on to the steering group as necessary but the co-opted members do not have voting rights.

A person shall cease to be a member of the Group having notified the Chair or Secretary of his/her wish to resign.

## Members of the Steering Group and Working Groups

- Declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group. This may include membership of an organisation, ownership of interest in land (directly or indirectly) or a business or indeed any other matter likely to be relevant to the work undertaken by the Steering Group
- Ensure that there is no discrimination in the plan making process and that it is a wholly inclusive, open and transparent process to all groups in the Parish and to those wishing to undertake development or be involved in the plan making process
- Work together for the benefit of the communities established within the Parish
- Treat other members of the Group with respect and dignity, allowing members to express their views without prejudice and interruption

## Meetings

- The Steering Group will usually meet monthly or as may be required. The working groups may meet more frequently as necessary. At least 5 clear days notice of meetings shall be given to members by email. All notices of group meeting must detail the matters to be discussed
- Six members shall constitute a quorum
- Every matter shall be determined by a majority of votes of the Group members present and voting. In the case of equality of votes the chairperson of the meeting shall have a casting vote.
- The Steering Group shall keep minutes of meetings which will be open to public scrutiny. These will be publicised on the Parish Council website and other prominent places as may be requested
- Notices, Agenda, Minutes and associated papers shall normally be despatched to Steering Group members by email unless otherwise specified or agreed
- The Steering Group will regularly update and report its progress to the Clerk of the Parish Council ensuring that she as the Responsible Financial Officer for the Council is aware of the ongoing budgetary implications associated with the project

## Finance

Studley Parish Council will hold any funds on behalf of the group. All money raised by or on behalf of the Studley Neighbourhood Plan Steering Group is only to be used to further the aims of the group, as specified in this document.

## Officers

The group will elect a chairperson, vice chairperson and secretary at the first steering group meeting. The group will elect other officers to undertake specific roles for the committee as required.

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

Amendments to the terms of reference may be made at Steering Group meetings. Any amendments may be added with the consent of (two thirds of the group present).

## **Dissolution of the Group**

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group,.

Upon dissolution of the group any remaining funds shall be used to fund projects set out in the Studley Neighbourhood Plan for the benefit of the community. No individual member of the group shall benefit from the dispersal.

The Terms of Reference were adopted at a Studley Neighbourhood Development Plan Steering Group meeting on Tuesday 13<sup>th</sup> March 2018.

Signed: \_\_\_\_\_

Name: Paul Beaman  
Chair of Studley Neighbourhood Plan Development Steering Group