

Southwick Neighbourhood Plan Steering Group

Terms of Reference:

1. Purpose

a. The main purpose of the Southwick Steering Group is to oversee preparation of the Neighbourhood Plan for Southwick parish in order that this will then progress to Independent Examination and a successful community referendum and ultimately be adopted by Wiltshire Council to become planning policy.

b. The Steering Group will engage the local community to ensure that the Neighbourhood Plan is truly representative of the ambitions of the *neighbourhood* and has democratic support.

2. Principles

a. The Steering Group will undertake the process in a democratic and transparent fashion, encouraging fair and widespread participation.

b. The plan will follow the Neighbourhood Planning Regulations and comply with other legislation. All decisions made shall be fully evidenced following consultation with the community.

3. Roles, Responsibilities and Decision Making

The Steering Group will carry out the following roles:

a) Be accountable for steering and providing management of the Neighbourhood Plan.

b) Produce, monitor and update a project timetable.

c) Regularly report back to and invite participation from the Parish Council

Specific responsibilities include:

- Identify and apply for Government funding
- Maintain accounts as required under terms of grants awarded
- Approve all draft documents, but reserve for consideration of the Parish Council all final drafts before they are made public.
- Report to the Parish Council on progress at least once a month
- Agree, subject to ratification by the Parish Council, the final submission of the Southwick Neighbourhood Plan

4. Membership

a. Membership of the Steering Group is open to members of the community and parish councillors.

b. At least 3 clear days' notice of meetings shall be sent to Steering Group members via email.

c. Decisions made by the Steering Group should normally be by consensus at Steering Group meetings.

d. Where a vote is required each member shall have one vote. A minimum of 3 Steering Group members shall be present where matters are presented for decisions to be taken.

e. A simple majority vote will be required to support any motion.

f. The Chairman of the Steering Group shall have one casting vote.

5. Working Groups

- a. The Steering Group may establish working groups, made up of volunteers from the community to aid them in any Neighbourhood Plan related work.
- b. Each working group should have a lead person from the Steering Group.

6. Finance

- a. All grants and funding will be applied for and held by the Parish Council, who will ring-fence the funds for Neighbourhood Development Plan work.
- b. The Steering Group will notify the Parish Council, advising them of any planned expenditure before it is incurred.
- c. Steering Group members and volunteers from any working groups may claim back any previously agreed expenditure incurred during any Neighbourhood Plan related work.
- d. The Steering group will inform the Parish Council in good time when fee payments are due to the planning consultant as set out in the Scope of Work and agreement dated 30th June 2017. Payment is the responsibility of the Parish Council.

7. Conduct

- a. It is expected that all Steering Group members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.
- b. Whilst Members as individuals will be accountable to their parent organizations, the Steering Group as a whole is accountable to the wider community for ensuring that the Neighbourhood Plan reflects their collective expectations.

8. Changes to the Terms of Reference

- a. This constitution may be amended with the support of at least two thirds of the current membership at a Steering Group Meeting and with subsequent approval of the Parish Council.

9. 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.
- b. The Steering Group will then dispose of any remaining funds held in accordance with any conditions imposed by the grant funders and in the best interests of Southwick Parish.
- c. The Steering Group will advise the Parish Council of any notice period due to the Planning Consultant and to the final fee payment to be made.