



COOMBE BISSETT AND HOMINGTON NEIGHBOURHOOD PLAN

Coombe Bissett and Homington Neighbourhood Plan

Steering Group Terms of Reference

V0.2

1. Document purpose

- 1.1. This document (Terms of Reference, referred to as 'ToR') sets of the relationship between the Coombe Bissett and Homington (referred to as 'CBPC') parish council and the CB&HNP Steering Group.
- 1.2. The Steering Group is a sub-committee of the CBPC ('the Qualifying Body'). It is not in itself a statutory committee. The Steering Group is defined as a group of individuals to whom the parish council have given the authority to make key decisions in the neighbourhood planning process on their behalf.
- 1.3. This ToR should be approved by a meeting of the CBPC.

2. Objectives of the Steering Group

- 2.1. Promote and improve the social, economic and environmental wellbeing of the Neighbourhood area.
- 2.2. To prepare in partnership with the relevant local planning authority (Wiltshire Council) a Neighbourhood Development Plan for the Neighbourhood Area.
- 2.3. To make recommendations and provide information to the CB&H Parish Council, with a view to developing a Neighbourhood Development Plan for CB&H, in line with published national guidelines on the development of such a plan.
- 2.4. To encourage the involvement of the wider community in the preparation, production and implementation of the Neighbourhood Development Plan.

3. Purpose and Functions

This may include but is not limited to, for example,

- 1.1. Engaging with Wiltshire Council i.e. Link Officer and other Officers, who are deemed appropriate to advise on developing the plan).
- 1.2. Suggesting the goals and objectives of the plan, derived from a thorough review of existing evidence, including consultation with the local community.
- 1.3. Developing publicity relating to the development of the neighbourhood plan and its progress, including online on the CB&H NP standalone website or as a page on the community website.
- 1.4. To agree a community engagement strategy and facilitate the community consultation process, e.g. identification of and consultation with relevant stakeholder groups and individuals
- 1.5. Selection of consultants, where necessary, to support the process.
- 1.6. Analyse the views, ideas and proposals received from community engagement and public consultation activities and use them to prepare the draft plan.
- 1.7. Being an ambassador for the CB&HNP in the community.

4. The tasks of the Steering Group are distinct from the 'Qualifying Body' whose responsibility is to:

- 4.1. Submit a proposal to Wiltshire Council to initiate the process of preparing an NDP.
- 4.2. Submit the draft NDP to Wiltshire Council, together with the 'Basic Conditions Statement', 'Consultation Statement' and other supporting documents (if required).
- 4.3. Agreeing with Wiltshire Council on the appointment of an independent examiner (who will check the NDP and recommend if it should proceed to a referendum).
- 4.4. The qualifying body is also responsible for submitting formal proposals to Wiltshire Council to make Neighbourhood Development Orders and/or Community Right to Build Orders.

5. Key Roles and Membership

- 5.1. The Group shall consist of up to two, and at least one, parish councillors nominated by CBPC who represent the council's different interests, e.g. planning, environment, leisure, transport, finance and resources etc.
- 5.2. It is assumed that these representatives will report to the Parish Council in a timely manner on the progress of the plan.

- 5.3. The group should also comprise of up to five local residents, employers and community groups where the selection of members should reflect different sectors of the community and the range of skills, knowledge and be demographically representative of the community, with a range of ages and backgrounds.
- 5.4. The group should not exceed more than eight members at any one time to ensure effective group coordination and input in line with the size of the Neighbourhood Area.
- 5.5. At all times there must be sufficient members of the group tasked to perform the following roles:
 - 5.5.1. Someone responsible for coordinating and managing the process and who is willing to act as the main point of contact for the neighbourhood planning steering group (**Chair**);
 - 5.5.1.1. It shall be the responsibility of the Chair to co-ordinate the arrangements for meetings of the Steering Group and ensure that the meetings are conducted efficiently, fairly and harmoniously.
 - 5.5.1.2. In the absence of the Chair all meetings must have a designated deputy.
 - 5.5.1.3. The Chair will ensure that meetings are held in accordance with the provisions of this constitution.
 - 5.5.1.4. The Chair shall represent the Steering Group at meetings and events as and when necessary.
 - 5.5.2. Someone who makes records of the meetings, decisions that are made and actions to be taken (**Secretary/Administrator**);
 - 5.5.2.1. The responsibilities of Secretary shall be to keep a register of members, prepare and issue agendas, notes, minutes and reports for the steering group meetings;
 - 5.5.2.2. Ensure that minutes are taken of all meetings, and that the minutes are accessible to all members and the wider community via the website.
 - 5.5.2.3. This role may be held by someone within the Steering Group or as a paid external contractor.
 - 5.5.3. Someone who keeps a track of any money that are received and spent to make sure that the finances are in order and give confidence that money is not being wasted or misspent (**Treasurer**);
 - 5.5.3.1. It shall be the responsibility of the Treasurer to ensure that the finance provisions of the constitution are carried out;
 - 5.5.3.2. To report to each meeting of the Forum the finance held by, or on behalf of, the Steering Group and funds uncommitted and available for use.

- 5.6. As plan themes and objectives arise, the members of the group should form sub-committees ('working groups') that are tasked with investigating the information required to support the development of policies, draft policies and the evidence and oversight for their eventual incorporation into the plan.
- 5.7. Working Groups may be authorised by the Steering Group to take executive action on specific matters previously specified by a meeting of the Steering Group. Any such action shall be reported to the next meeting of the Steering Group.
- 5.8. The membership of each Working Group shall be decided by a full meeting of the Steering Group and the Working Group may co-opt members as it sees fit.
- 5.9. If there is any probability of a possible conflict of interest, the member should register this using the conflict of interest registration form; conflicts of interest should be declared at each meeting where matters arise.
- 5.10. Any member of the Steering Group may resign his/her membership by providing written notice.
- 5.11. The Steering Group may refuse membership or may terminate or suspend the membership of any member by resolution passed at a Steering Group meeting where it is considered membership would be detrimental to the objectives and activities of the group.

6. Meetings

- 6.1. All members of the Group shall be invited to meetings as well as the designated Wiltshire Council Link Officer.
- 6.2. All members shall be given at least fourteen days' notice of when a meeting is due to take place, unless it is deemed an emergency meeting.
- 6.3. The agenda and papers shall be sent at least three days in advance.
- 6.4. Minutes shall be made available to the Parish Council and Wiltshire Council Link Officer and should be circulated to all members within two weeks of the meeting.
- 6.5. In the event that attendance is not possible, representations or comments will be accepted via email.
- 6.6. The Steering Group will normally meet monthly, or at such frequency necessary to ensure preparation of the plan is progressed in accordance with the project plan.
- 6.7. All members of the Steering Group will have equal voting rights.
- 6.8. Every question arising at a meeting shall be decided by a majority of votes of members present. Decision-making will be by a simple majority after a vote; in the event of a tied vote the Chair will have the casting vote.

- 6.9. For general meeting business to be conducted, a quorum of three members or one third of members must be present whichever is the less. A meeting can still be held with less than this number, but no decisions can be taken. Notification of and approval of resolutions by email for urgent matters will be acceptable.
- 6.10. Any information discussed or witnessed by members of the Steering Group should be treated in strict confidence until such a time that it is deemed appropriate to release it into the public domain.

7. Finance

- 7.1. A separate account of all income and expenditure will be maintained by the Parish Council, who will be responsible for holding funds on behalf of the Steering Group.
- 7.2. All expenditure must be authorised in advance.

8. Changes to the constitution

- 8.1. Changes to the constitution can be discussed as an agenda item on a routine meeting, if it is evident they require amendments.

9. Dissolution of the Steering Group

- 9.1. The Steering Group may be dissolved if deemed necessary by the members in a majority vote at a special meeting.
- 9.2. Any assets or remaining funds after debts have been paid shall be returned to their providers or transferred to local charities or similar groups in the area of benefit at the discretion of the steering group.

Accepted by the Steering Group on 19 June 2017.

Formally adopted by Coombe Bissett Parish Council on 10-07-2018. (Ref CBPC July 2018 minutes item 29).