

# **HIGHCLERE NEIGHBOURHOOD PLAN STEERING GROUP TERMS OF REFERENCE**

## **Background**

Highclere Parish Council is the qualifying body for the preparation of a Neighbourhood Development Plan for the Parish of Highclere. The Parish Council, while retaining full responsibility for the Neighbourhood Plan, recognises that the content of the Plan must be driven by the community and draw on skills and expertise from outside the Council. It has therefore resolved to grant delegated authority for all relevant plan-making functions to the Highclere Neighbourhood Plan Steering Group.

## **Purpose**

The Steering Group will take forward the production, through to examination and referendum, of the Highclere Neighbourhood Plan, ensuring that relevant consultation takes place so that the plan accurately represents the views of the residents and conforms to the Local Plan.

## **Membership of the Steering Group**

The membership of the Steering Group will consist of parish councillors and local residents. The size of the Steering Group should not exceed ten persons and will include two Parish Councillors to ensure continuity of contact with the Parish Council. Additional non-voting SG members may be co-opted to discuss or advise on particular issues. A list of members and their contact details will be maintained.

The Steering Group will appoint a Chairman, Vice-Chairman, a Treasurer and an Administrator to run the Group and its day to day activities.

## **Group tasks**

The Steering Group will be responsible to the Parish Council for all activities to:

- Prepare a project plan and timeline to develop the Neighbourhood Plan
- Agree and manage a budget and identify potential sources of income
- Subject to consultation with the Parish Council, agree the initial scope of the Neighbourhood Plan prior to early public engagement
- Publicize to the community the intention to prepare a Neighbourhood Plan including all subsequent activities and progress
- Approve all background and evidence based reports prior to publication
- Agree all consultation documents prior to publication
- Work with Basingstoke & Deane Borough Council to ensure that the Neighbourhood Plan complies with current legislation and the Local Plan
- Agree, subject to ratification by the Parish Council, a final submission version of the Highclere Neighbourhood Plan

## **Working Groups**

The Steering Group may also form working groups to undertake specific tasks associated with the development of the Plan. A member of the Steering Group will chair each of the working groups. The number and remit of the working groups will be reviewed as necessary by the Steering Group to ensure timely progression and completion of the Plan.

## **Reporting and Communication**

Minutes of all meetings of the Steering Group and working groups will be kept and maintained for reference. The dates and timing of the meetings will be set by the relevant Group or group. Draft minutes will be circulated following each meeting after clearance by the appropriate chair.

The Parish Council will receive a report on the progress of the Plan every 3 months, or more frequently, if the Council or circumstances require it.

### **Decision Making**

Decisions in Group and Subgroup meetings may be taken by consensus or by a simple, quorate vote where the acting Chairman will hold the casting vote. Meetings are quorate where the voting attendance is at least half the full complement, plus one.

### **Conflict of Interest**

Members should declare an interest where there is any potential benefit to them arising from the decisions of the Group

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

Amendments to these Terms of Reference may be made at a Steering Group Meeting and agreed by a majority. The changes will be communicated to the Parish Council.

### **Termination of the Group**

The Steering Group will remain active until the completion of the project which will be the making of the Neighbourhood Plan by Basingstoke & Deane Borough Council.