

Neighbourhood Development Plan Steering Group Clifford Chambers and Milcote

Terms of Reference

1. Purpose of the Steering Committee

1.1 Clifford Chambers and Milcote Parish Council is the qualifying body for the preparation of a Neighbourhood Development Plan. The Parish Council has granted delegated authority to the Steering Committee to produce a Neighbourhood Development Plan covering the Parish of Clifford Chambers and Milcote.

1.2 In this capacity the Steering Committee will:

- a) take responsibility for project management and decision making in the preparation of the Plan;
- b) establish a project timetable and monitor performance against meeting identified key milestones;
- c) agree a project communication and engagement strategy;
- d) inform the Parish Council on a monthly basis of project status and how emerging issues are being managed;
- e) seek support from the Parish Council on significant decisions as they are reached by the Steering Committee;
- f) endorse all consultation documents prior to publication;
- g) produce a final submission version of the Neighbourhood Development Plan and obtain support by the Parish Council.

2. Steering Group Objective

2.1 The objective of the Steering Committee is to produce a sound Neighbourhood Development Plan for the Parish of Clifford Chambers and Milcote, which

- defines the planning policy priorities identified by the community (being the residents, landowners and businesses of the Parish, users of facilities in the Parish and any key local partners who have a particular interest in the Parish); and
- takes into account representations made during the engagement process; and
- has regard to all relevant existing plans and evidence.

2.2 The Plan shall include or be supported by an appropriate delivery plan setting out, where relevant, the means by which policy priorities may be implemented. All specific recommendations within the delivery plan must be achievable within the time frame of the Plan, which has been set at 15 years but with a review of appropriateness after 10 years.

2.3 Proposals shall be verified as being compliant with the Stratford District Council Core Strategy and Local Plan, the National Planning Policy Framework and the appropriate EU legislation.

2.4 A sustainability assessment will also be produced, if required by Stratford District Council, in their capacity as the competent body to make such an assessment, which will include a Strategic Environment Assessment or Habitat Regulation Assessment.

3. Steering Committee Organisation

3.1 The Steering Committee will comprise at least one Parish Councillor along with residents from within the Parish of Clifford Chambers and Milcote community.

3.2 The Steering Committee shall elect a Chairman and Vice Chairman from their number who will then identify key roles that will be required to fulfil the agreed Objective. Specific individuals from within Clifford Chambers and Milcote Steering Committee will be elected to take focal point responsibility for each of these roles. This will be recorded in a "Roles & Responsibilities" document.

3.3 The Steering Committee may review and adjust its membership from time to time and may form subcommittees as may be deemed necessary for the purpose of data gathering and consultations plus formulating and drafting recommendations. Additional members may be co-opted to the Steering Committee or be designated as volunteer supporters depending upon the scope of their intended involvement.

3.4 The activities of the Steering Committee will be funded through the acquisition of grants that are independent of the Parish Council. Access to funds will be administered by the Parish Council for financial accounting purposes.

3.5 Decisions made by the Steering Committee should be by consensus. Where a vote is required each member shall have one vote. A simple majority will be required to support any motion. The Chair, or in their absence the Vice Chair shall have one casting vote.

3.6 Three members shall constitute a quorum at meetings. If a quorum is not present or if during a meeting the number of Members present falls below the required quorum, the meeting shall be adjourned and business held over to the next meeting.

3.7 The Steering Committee will conduct itself in an open and transparent manner. Members must declare any personal interest in regard to specific issues and should not take part in discussions leading to decisions or recommendations in these identified areas.

3.8 The Steering Committee will exist for a time limited period and will cease following the outcome of the referendum on the Plan, which is expected to be within 3 years.

4. Communication

4.1 The agenda and associated papers shall normally be despatched three days before the date of a meeting by email and/or lodging on the appropriate website set up to share information between Steering Committee/Associate members. At least 8 Steering Committee meetings shall be held in any year without public notice.

4.2 The Steering Committee shall maintain a record of proceedings which will be open to public scrutiny by means of the access to the web site associated with the Plan.

4.3 The community will also be kept aware of progress through regular update articles in the "Clifford News" newsletter and on the Plan website. Such update articles shall be subject to approval by a simple majority of the Steering Committee, No response from a Steering Committee member having been given at least 24 hours to respond shall be

deemed approval. The community will be encouraged to contact the Steering Committee on any aspects of the Plan development through the email link which will be advertised in all communications.

5. Reporting

5.1 The Parish Councillor member of the Steering Committee will report to the Parish Council on the status of developments.

5.2 The Parish Council will be required to approve:

a) the initial version of the Draft Neighbourhood Development Plan report prior to the final stage of consultation with the community

b) the amended version of the Draft Neighbourhood Development Plan, taking into account the community's feedback, prior to presentation to the District Council for scrutiny and subsequent submission for independent examination.

5.3 The Steering Committee will assist the District Council, as directed, in the preparation of the Parish referendum that will eventually decide whether the Neighbourhood Development Plan is adopted.

6. Distribution of Terms of Reference

Copies of the Terms of Reference will be given to each member of the Steering Committee and the Clerk of the Parish Council.