

ALVINGTON PARISH COUNCIL
NEIGHBOURHOOD DEVELOPMENT PLAN
STEERING GROUP

TERMS OF REFERENCE
Version 1.0

1. Purpose of the Group

1.1 Alvington Parish Council is the qualifying body for the preparation of a Neighbourhood Development Plan for the designated part of the Alvington parish. The Steering Group is the Project Board for project management and decision making purposes and will lead the preparation of the Neighbourhood Development Plan. The Steering Group will guide and agree the content of the Plan and all associated evidence and analysis.

1.2 The Group will:

- provide a locally accountable and representative lead for plan making
- agree a project timetable and endeavour to secure compliance
- agree a project communication, consultation and engagement strategy
- liaise with Forest of Dean District Council senior planning staff
- agree the scope of the Plan;
- approve all background and evidence based reports prior to publication
- agree all consultation documents prior to publication
- agree, subject to ratification by the Parish Council, a final submission version of the Neighbourhood Development Plan
- actively support and promote the preparation of the Neighbourhood Development Plan throughout the duration of the project.

2. Steering Group Objective

2.1 The objective of the Steering Group is to produce a sound Neighbourhood Development Plan for the designated area of Alvington, that defines the spatial planning policy priorities identified by the community taking into account all representations made during the plan-making process and having regard to all relevant existing plans and evidence.

The Plan will include or be supported by an appropriate delivery plan setting out, where relevant, the means by which these policy priorities may be implemented.

3. Steering Group Membership and Meetings

3.1 The Steering Group will comprise the following members:

Members of Alvington Parish Council, representatives of the local community, schools, businesses, sports and social societies and representatives of adjoining areas, as appointed at the inaugural meeting on 29th February 2016 and thereafter. The Group may appoint further members within these categories up to a maximum of 21.

3.2 The Steering Group shall:

- elect a Chairman, Vice Chairman, Treasurer and Secretary from their number
- review its membership regularly
- form sub committees or working groups to deal with specific areas of business

3.3 Voting Rights

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

Members shall vote by show of hands. If a member so requires, the Clerk shall record the names of the Members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.

3.4 Quorum of the Steering Group

Five members or one-half of the total membership, whichever is the greater, shall constitute a quorum at meetings.

If a quorum is not present or if during a meeting the number of Members present (not counting those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.

Any sub-committee duly formed must comprise a minimum of 3 Members.

Sub-committee or sub-group quorum must consist 2 Members or two-thirds of total membership whichever is greater.

3.5 Frequency, Timing and Procedure of Meetings

The Steering Group shall normally meet on the third Monday of each month from 2 pm in the village hall, subject to alteration in advance. Meetings shall be open to members of the public, who may be invited to speak with the approval of the Group.

Any changes to Steering Group Terms of Reference shall require Steering Group approval. Steering Group meetings shall be conducted in accordance with set procedure to be determined and agreed by the Steering Group.

3.6 Steering Group Conduct

To ensure that the probity of the group and the plan is open and transparent, all Members of the Steering Group must 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.

The Group must ensure that there is no discrimination in the plan making process and that it is an inclusive open and transparent process.

Members of the Group will work together for the benefit of their communities, and treat other Members of the Group with respect and dignity, allowing Members to air their views without prejudice and interruption.

3.7 Standing Orders

The law and custom applying to the conduct of Parish Council meetings will apply to the Group where there is no specific provision in these terms of reference.

4.0 **Administrative Support**

The Secretary shall ensure that appropriate clerking arrangements are in hand for all Steering Group meetings.

Notice, Agenda and associated papers shall normally be despatched at least three clear days before the date of the meeting by email, or in hard copy for those without email.

The Steering Group shall keep Minutes of proceedings and shall cause the Minutes to be recorded and open to public scrutiny.

All documentation including evidence supporting the plan will be held in a secure and easily accessible form in line with data protection and transparency, normally (for electronic items) on the parish council website.

5.0 Reporting and Communication

The Group will report monthly to the Parish Council setting out progress on its work. The Parish Council will approve the Submission Draft Neighbourhood Development Plan prior to publication for consultation and independent examination.

The plan-making process remains in the control of the Parish Council as local authority and qualifying body.

Inaugural Members:

Keith Albon
Cllr. Gary Collier
Alec Davis
Verlie Eagles
Susanne Jackson
Rachel Murphy
Chris Shill
John Stinchcombe
Cllr. Ann Thomas
Gail Thompson
Jay Walsh
Bobby Wintour
Gail Wood
John Wood

These terms of reference were approved at the Alvington parish council meeting on Wednesday 11th May 2016