

# **DRAFT NEIGHBOURHOOD PLAN REVIEW STEERING GROUP (WORKING GROUP) TERMS OF REFERENCE**

## **1.0 NEIGHBOURHOOD PLAN REVIEW STEERING GROUP (WORKING GROUP) TERMS OF REFERENCE**

- 1.1 To approve the notes of the previous meeting.
- 1.2 To maintain a satisfactory system of monitoring the levels of the ring-fenced NDP expenditure and income, within the boundaries of the approved budget, in-line with the Council's Financial Regulations.
- 1.3 To monitor progress against the Project Plan.
- 1.4 To submit to Full Council for approval the Submission Draft Neighbourhood Plan prior to publication for consultation and independent examination.

### 1.5 Purpose:

- 1.5.1 The main purpose of the Steering Group is to oversee the review of the Neighbourhood Plan for Saxilby with Ingleby parish (made in 2017) resulting in being adopted by West Lindsey District Council as part of local planning policy.
- 1.5.2 It will engage and consult with the local community to ensure the Plan reflects the views and ambitions of Saxilby with Ingleby Parish.

### 1.6 Principles:

The Steering Group will undertake the process in a democratic and transparent fashion, encouraging widespread participation and give equal consideration to opinions and ideas from all members of the community and planning policy.

### 1.7 Membership:

- 1.7.1 The Steering Group is to be made up of a cross section of volunteers from the community, including parish councillors nominated by the parish council. Membership of the Steering Group is open and will bring together a diverse range of skills and expertise.
- 1.7.2 Steering Group members should abide by the Council's Code of Conduct including Declarations of Interest and council policies and procedures such as the social/media policy and respect policy, to work together for the benefit of the community.

### 1.8 Roles and Responsibilities:

- 1.8.1 Review the plan vision, objectives, and policy intentions.
- 1.8.2 To undertake consultation, consulting as widely and thoroughly as possible to ensure that the Plan is representative of the community.
- 1.8.3 Gather evidence from a wide range of sources to support the Plan production process and to ensure the conclusions reached are fully evidenced.
- 1.8.4 Produce and maintain a project plan.
- 1.8.5 Actively promote the preparation of the Plan, including maintaining an up to

date website.

1.8.6 Identify sources of funding and make applications.

1.8.7 Liaise with the District council and other organisations to make the Plan as effective as possible.

1.8.8 Agree a final submission version of the Plan to be ratified by the parish Council.

#### 1.9 Meetings:

1.9.1 Meetings will usually be held monthly.

1.9.2 The Steering Group will elect a Chair annually. If a position becomes vacant the Group will elect a replacement.

1.9.3 Meeting notes will be taken and circulated in a timely fashion to Steering Group members. They will also be added online.

1.9.4 At least three clear days notice for meetings shall be given to members by email.

1.9.5 Decisions made by the Steering Group should normally be by a majority vote at Steering Group meetings, with the chairman having a casting vote. A minimum of three members shall be present for a quorum.

#### 1.10 Decision making:

1.10.1 The Steering Group has delegated authority from the Parish Council to deliver its plan making functions up to and including the publication of the draft Plan.

1.10.2 A monthly update will be provided to the planning committee setting out progress and a budget update.

1.10.3 Full Council will approve the Submission Draft Neighbourhood Plan prior to publication for consultation and independent examination.

#### 1.11 Dissolution:

1.11.1 The Steering Group will be dissolved on completion of the Neighbourhood Plan project.

1.11.2 Any remaining funds will be disposed of, and held in accordance with, any conditions imposed by the grant funders and in the best interests of the parish.