

Lydiard Millicent Neighbourhood Development Plan

Steering Group Terms of Reference

1. Background

The development of a Neighbourhood Plan has been discussed by Lydiard Millicent Parish Council September meeting, it was resolved by the Parish Council that a community steering group be setup to take the existing NEW-V Neighbourhood plan together with the data/evidence collect at community consultation meetings and develop a Lydiard Millicent Parish Neighbourhood plan. The Lydiard Millicent Parish Council will act as the Qualifying body. It is intended that this process will enable communities in the Lydiard Millicent Parish to actively influence land use and development, as part of statutory planning, and also identify wider issues of importance to the local community.

2. Purpose

The Steering Group's purpose is to design, implement and oversee the Neighbourhood Development Plan process in order that this will then progress to Independent Examination and a successful community referendum and ultimately be adopted by Wiltshire County Council and become planning policy.

3. Tasks

- 3.1 Prepare an outline process for producing the Neighbourhood Plan.
- 3.2 Promote the process of preparing the Neighbourhood Plan to encourage participation and the submission of views and ideas.
- 3.3 Assess existing evidence about the needs and aspirations of the village.
- 3.4 Liaise with other relevant organisations (including neighbouring parishes, the County Council, Police, etc.) to secure their involvement in the process.
- 3.5 Analyse the views, ideas and proposals received during the planning process and use them to prepare a draft Plan.
- 3.6 Keep the Parish Council fully informed of progress and via monthly reports to the Parish Council through a standing agenda item. The Steering Group will carry out instructions received from the Parish Council.
- 3.7 Formulate the draft Neighbourhood Plan within the national context of the Localism Act and the National Planning Policy Framework (NPPF), and work with the Wiltshire County Council to ensure that Lydiard

Millicent Neighbourhood Plan is consistent with the developing WCC's Local Plan and 5- year housing supply targets.

- 3.8 Submit the draft Neighbourhood Plan to the Parish Council for its approval.
- 3.9 Design a consultation process, and obtain the Parish Councils approval prior to its implementation

4. Membership and Quorum

- 4.1 Membership of the Steering Group shall comprise no less than five and no more than eight voting members who must all be either resident or in regular employment in the parish.
- 4.2 The membership of the Steering Group should aim to be representative of the parish, and best efforts shall be made to ensure that there is a balance of gender, age and place of residence, so that a wide breadth of opinion, skills and experience is available to the Steering Group.
- 4.3 The Steering Group shall review its membership from time to time.
- 4.4 The Steering Group membership shall include at least two Parish Councillors who shall be responsible for making the report of the Steering Group to the Parish Council's monthly meeting.
- 4.5 The Steering Group shall be quorate with one half of its voting members, subject to a minimum quorum of three.
- 4.6 If less than three voting members are present, the meeting shall stand adjourned.

5. Chair, Officers and Clerking Arrangements

- 5.1 The Steering Group shall elect a Chair from their number.
- 5.2 If the Chairman is not present members shall elect a Chairman for the meeting from amongst their number.
- 5.3 Non-voting, advisory officers shall be the Parish Clerk and a Spatial Planning Officer from Wiltshire Council; and any Planning or other Consultants or experts co-opted or engaged by the Steering Group (with the approval of the Parish Council).
- 5.4 The Parish Clerk shall ensure that appropriate clerking arrangements are in hand for Steering Group meetings and that Agendas, Papers and Minutes are properly prepared, distributed and publicized (including to members of the Planning working group of the Parish Council).
- 5.5 The Agenda shall normally be dispatched to members three clear days before the date of the meeting via e-mail.
- 5.6 The Steering Group shall keep Minutes of its meetings and shall cause the Minutes to be recorded and open to public scrutiny via public noticeboards and on a public website.

- 5.7 Members of the Steering Group shall agree to be bound by the Seven Principles of Public Life ("The Nolan Principles") which are:
Selflessness; Integrity Objectivity Accountability Honesty Leadership.
- 5.8 The Steering Group and all its proceedings and communications shall be subject to the provisions of the Data Protection Act and the Freedom of Information Act.

6. Finance

- 6.1 The Steering Group's work will be financed by the Parish Council.
- 6.2 Receipts and Payments will be administered through the Parish Council's bank account as a project account under the Parish Council's finance working group.
- 6.3 The account will be audited as part of the Parish Council's internal and external audit procedures.
- 6.4 The Parish Clerk shall keep the Parish Council's Finance working group informed of on-going budgetary requirements.
- 6.5 Powers Delegated to the Parish Clerk by the Parish Council: The Parish Clerk may give approval of expenditure of up to £100 relating to any matter within the Steering Group's delegated responsibilities.
- 6.6 Orders for goods and services, and contracts issued for work on the Lydiard Millicent Neighbourhood Plan must comply with Lydiard Millicent Parish Council's Financial Regulations as then in force. The Parish Clerk shall be responsible for placing such orders and issuing calls for tender for any contracts.

7. Frequency and Procedure of Meetings

- 7.1 The Steering Group shall meet normally on a monthly basis.
- 7.2 Meetings shall be open to the public to observe proceedings
- 7.3 Any changes to Steering Group Terms of Reference shall require Parish Council approval.
- 7.4 The meetings shall be conducted in accordance with set procedure to be determined and agreed by the Steering Group.