

## **Bleadon Neighbourhood Plan Steering Group Terms of Reference**

### **1. Purpose**

- a. The main purpose of the Neighbourhood Plan Steering Group (NPSG) is to oversee the preparation of the Neighbourhood Plan for Bleadon in order that this will then progress to Independent Examination and a successful community referendum and ultimately be adopted by North Somerset Council to become planning policy.
- b. The NPSG will engage the local community to ensure that the Plan is truly representative of the ambitions of Bleadon. The NPSG will maximise support for the approach taken in the Neighbourhood Plan by ensuring high levels of community engagement throughout the plan-making process.

### **2. Principles**

- a. The NPSG will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community.
- b. All decisions made shall be fully evidenced and supported through consultation with the local community.

### **3. Roles and Responsibilities**

The NPSG will carry out the following roles:

- Be accountable for steering and providing strategic management of the Neighbourhood Plan for Bleadon.
- Produce, monitor and update a project timetable.
- Produce a consultation and engagement strategy, showing how the public will be involved throughout the process.
- Report monthly to the Parish Council for endorsement of decisions taken;
- Undertake analysis and evidence gathering to support the plan production process'
- Actively support and promote the preparation of the Bleadon Neighbourhood Development Plan throughout the duration of the project.
- Identify sources of funding.
- Liaise with relevant authorities and organisations to make the plan as effective as possible.
- Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of all residents are understood.
- Consult as widely and thoroughly as is possible to ensure that the draft and final NDP is representative of the views of residents.
- Agree, subject to ratification by the Parish Council, a final submission version of the Bleadon Neighbourhood Development Plan.

### **4. Membership**

- a. The NPSG will be made up of a cross-section of volunteers from the community, including Parish Councillors. Effort will be made to seek representation from under-represented sections of the community.
- b. Membership will initially be no more than ten people. Six will be permanent (three councillors and three residents). Four will be residents joining the group as and when necessary.

### **5. Decision Making**

- a. The NPSG has full delegated authority from the Parish Council to deliver its plan-making functions up to and including publication of the Consultation Draft Plan. 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.

b. The plan-making process remains the responsibility of the Parish Council as the qualifying body. All publications, consultation and community engagement exercises will be undertaken by or on behalf of the Parish Council with appropriate recognition of the Parish Council's position given in all communications associated with the project.

## **6. Meetings**

a. Steering Group meetings will take place initially on a monthly basis two weeks prior to the Parish Council meeting.

b. All meetings should be held within the Parish. The dates of future meetings will be made publicly available via the Parish Council website and noticeboards.

c. The NPSG will elect a Chair, Treasurer and Secretary from its membership to remain in those positions until the project is completed. If these positions should become vacant, the NPSG will elect an alternate.

d. The Secretary shall keep a record of meetings and circulate notes to members and the Parish Council in a timely fashion. Minutes shall be made publicly available on the Parish Council noticeboards.

e. A schedule of monthly meetings will be arranged and any changes notified to members (by phone or email) with at least seven calendar days' notice.

f. Decisions made by the NPSG should normally be by consensus at a meeting. Where a vote is required each member present shall have one vote.

## **7. Working Groups**

a. The NPSG may establish working groups, made up of volunteers from the community, to aid them in any Neighbourhood Plan-related work.

b. Each working group should have a lead person from the NPSG.

c. Members of the community will be encouraged to participate in the process at all stages.

## **8. Finance**

a. All grants and funding will be applied for and held by the Parish Council, who will ring-fence the funds for Neighbourhood Development Plan work.

b. The NPSG will notify the Parish Council of any planned expenditure before it is incurred.

c. NPSG members and volunteers from any working groups may claim back (on production of receipts) any previously agreed expenditure incurred during any Neighbourhood Plan related work.

## **9. Conduct**

a. It is expected that all NPSG members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.

b. Whilst members as individuals will be accountable to their parent organisations, the NPSG as a whole is accountable to the wider community for ensuring that the Plan reflects its collective expectations.

c. The NPSG embraces equality and diversity and will treat everyone with the same attention, courtesy and respect.

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

a. This Terms of Reference may be amended with the support of more than 50% of the current membership at a NPSG meeting and with the approval of the Parish Council.

#### **11. Dissolution**

a. The NPSG will be dissolved once its objectives have been attained and/or when more than 50% of its members, and the Parish Council, consider its services are no longer required.

b. The NPSG will then dispose of any remaining funds held in accordance with any conditions imposed by the grant funders and in the best interests of Bleadon Parish.

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