

## Appendix D

### Appleton with Eaton Neighbourhood Plan Steering Group Terms of reference

The parish council agreed the following terms of reference for the Neighbourhood Plan Advisory Committee of Appleton-with-Eaton Parish Council

1. The committee comprise at least 7 members *including at least 1 Parish Councillor*.
2. All meetings will be advertised and open to members of the public.
2. The committee has power to co-opt members who are not Parish Councillors, but are parishioners of the Parish of Appleton with Eaton.
3. The Parish Council delegates authority to the Committee to prepare a Neighbourhood Plan on behalf of the Parish
4. The committee will normally report formally to the Parish Council on a quarterly basis on the progress of the Neighbourhood Plan, by presenting a written report for incorporation into the Minutes of the Parish Council
5. The committee will provide, where appropriate, quarterly accounting statements of income and expenditure for incorporation into the Parish accounts, and will provide an annual accounting statement by 31<sup>st</sup> March in every year.
6. The committee will be time limited to the period required for the preparation of the Plan through to referendum

The steering group has agreed the following working arrangements.

#### **Purpose**

The purpose of the group is to produce a neighbourhood plan for Appleton with Eaton Parish designated area

#### **Membership**

All members of the group (parish councillors and non councillors) have equal voting rights. The Steering Group may also co-opt additional non-voting members to discuss particular issues where necessary or to join the Steering Group if required.

The group may form sub-committees or working groups to undertake various aspects of the work involved in producing the Neighbourhood Plan.

#### **Responsibilities**

The steering group will be responsible for

- agreeing a budget, and how this will be funded and managed including appointment of specialist consultants or advisers;
- agreeing the governance structure for the project including any working groups and what their specific responsibilities will be;

- preparing and agreeing a project plan which complies with the legislative requirements for producing a neighbourhood plan;
- managing working groups and ensuring that they have clear delegation of responsibilities;
- signing-off neighbourhood plan pre-submission and submission documents;
- assessing existing evidence about the needs and aspirations of the Parish, and commissioning any technical evidence needed;
- considering progress reports and work undertaken and agreeing appropriate course of action.
- agreeing a programme of community engagement and public consultation;
- undertaking or commissioning analysis, interpretation and reporting of the results from community engagement and statutory consultation activities and ensuring that they inform decision-making;
- ensuring consultation with and co-operation from key stakeholders to ensure the deliverability of NDP proposals;
- working positively with the district council to ensure the plans are in conformity with the emerging local development plan.

### **Officers**

The Steering Group will appoint/elect a Chairman, Deputy and Secretary from the Group members.

Both the Chairman and Deputy shall remain in that position following their election until completion of the project.

The Chairman or in his absence the Deputy will be responsible for dealing with any media enquiries.

### **Meetings**

The group will meet regularly throughout the development of the Neighbourhood Plan. The dates and regularity of meetings will be set by the group depending on the stage of the process and workload.

The Steering Group members will receive an agenda for meetings at least 5 days prior to the meeting. The agenda will be available on the parish council website.

Any documents which are to be considered prior to a meeting should be circulated 5 working days prior to a meeting.

Minutes of all meetings will be recorded and available on the parish council website for reference.

### **Decisions**

Decisions made by the Group should normally be by consensus at group meetings. If this is not possible then decisions will be taken by vote, with each member present having one vote, and a simple majority will be required to support a decision.

A minimum of 5 must be present to enable decisions to be taken. The Chair, or in their absence the Deputy Chair shall have the casting vote.

### **Conflicts of interest**

At the start of any meeting, formal or otherwise, any member of the group in that meeting, steering group, working group or sub group should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company / organisation arising from the decisions or recommendations of the group.

This may include membership of an organisation, ownership of an interest in land which may directly or indirectly form part of the subject matter of the plan, one's employment status and any other matter likely to be relevant to the work undertaken by the Appleton with Eaton Neighbourhood Plan Group.

In the event that a matter of 'interest' should arise during the course of developing the Plan then the Member should bring it to the attention of the Steering Group, and any Working Group the Member participates in, as soon as is reasonably practical. Any of the matters of interest identified will not preclude a Member from participating in the development of the Neighbourhood Plan. During the discussion of this item the member must withdraw from the room when the meeting discusses and votes on the matter.

Date agreed: 4<sup>th</sup> July 2016