

Membury Neighbourhood Planning Steering Group

Terms of Reference

Background

The Membury Neighbourhood Planning Steering Group has been formed by Membury Parish Council (the Parish Council) to manage the process for and prepare a Neighbourhood Plan for the civil parish of Membury. While the Parish Council is the 'responsible (qualifying) body' for the preparation of the Neighbourhood Plan, the plan is a document produced and owned by the community as a whole.

Responsibilities

The Steering Group is an advisory body and as such will make recommendations to the Parish Council. The group will undertake the following, subject to the approval of the Parish Council:

- ◆ Prepare and implement a programme for producing the Neighbourhood Plan;
- ◆ Work with officers from East Devon District Council [EDDC] to ensure that the Plan conforms to national and local policies;
- ◆ Ensure that all members of the community and other relevant bodies are fully involved in the process through community consultation and that all relevant information is published on the Membury website: www.membury.org/ Parish Council / Neighbourhood Plan website;
- ◆ Obtain evidence required to support the policies to be developed for inclusion in the Neighbourhood Plan;
- ◆ Prepare a Sustainability Appraisal and/or Strategic Environmental Assessment and/or Habitats Regulation Assessment if appropriate;
- ◆ Prepare a draft Neighbourhood Plan which is shaped and informed by the views of the local community and is revised as necessary following public consultation

Membury Parish Council has approved the creation of a Steering Group and hiring of Stuart Todd Associates and Paul Weston as Consultants. The Parish Council has delegated to that Steering Group responsibility to incur expenditure up to the value of grant/s gained without further prior authority or approved delegation from the Parish Council. The Steering Group must report progress and confirm that they are within financial budget at every Council meeting.

Membury Neighbourhood Planning Steering Group

Membership

The Steering Group will consist of members of the Parish Council together with a number of volunteer and co-opted members from the community.

A member of the Parish Council will act as Coordinator for the process. They will act as the Chair of the Steering Group and coordinate the work of the various working groups.

Parish Councillors must observe the Code of Conduct adopted by the Parish Council when they are acting as members of the Steering Group.

Members of the Steering Group must be willing to work together for the benefit of their community. They must treat other members with respect and dignity and be prepared to consider views that are different from their own.

The list of members at as at 9 May 2014 are as follows:-

Nick Yool [Parish Clerk], Alex Tasker [Councillor], Sam Dare, Bryan Drew, Beryl Griffin, Jason Hawkes, Heather Pearse, Jeremy Wallace, John Watkins

The Steering Group has appointed:-

Chairman & Co-Ordinator	Alex Tasker
Secretary	Beryl Griffin
Treasurer	Nick Yool

The Steering Group intends to encourage involvement by members of the community and so membership will be flexible, allowing additional members to be involved as numbers and practical management of the meetings permit.

The Steering Group may invite other individuals to join working groups or teams to undertake various tasks or projects forming part of the Neighbourhood Plan process. The working groups or teams will report to the Steering Group.

Meetings

The Steering Group will arrange its own meeting schedule.

Full Steering Group meetings will be informal in nature and will be open to members of the public if they wish to attend.

The Steering Group may invite individuals or organizations to attend meetings to give advice on any relevant topic.

Notes of meetings will be recorded and published on the Parish website.

Working group meetings will arrange their own meeting schedules and will keep notes of meetings.

Membury Neighbourhood Planning Steering Group

Declarations of Interest

Steering Group members should declare an interest where decisions or recommendations could result in potential advantage or disadvantage, whether financial or otherwise, to them, their family or close associates.

In the interests of transparency and probity, the Chair of the Neighbourhood Planning Steering Group or Parish Clerk will keep a record of declarations of interest which will also be made a public record on the Neighbourhood Plan section of the Parish website.

Reviewing the Terms of Reference

The Parish Council will be responsible for agreeing the terms of reference and any relevant amendments to them. The Terms of Reference will be reviewed periodically to ensure that they remain fit for purpose.

Dated: Monday, 19 May 2014 Version 03