

# **Loxwood Neighbourhood Plan Steering Group**

## **Terms of Reference**

**Agreed by the Parish Council at its meeting 2<sup>nd</sup> April 2024**

### **1. Title**

The Group shall be called the Loxwood Neighbourhood Plan Steering Group (LNPSG)

### **2. Purpose**

The LNPSG will be responsible to Loxwood Parish Council (LPC) for the following:

- 2.1 To research, prepare and produce a revision to the “made” Loxwood Neighbourhood Plan (NP) which:
  - a. Aligns with the applicable policies of the emerging Chichester District Council Local Plan
  - b. Seeks to deliver policies which benefit the Parish of Loxwood
- 2.2 To ensure by consultation, that residents and interested groups within Loxwood Parish have an opportunity to make known their views.
- 2.3 To define, propose and seek approval and support from the Community for any policies and/or plans to be incorporated in the revised NP.
- 2.4 To secure acceptance of the revised NP by the Community, LPC and Chichester District Council

### **3. Carrying out the purpose**

In order to carry out the purpose, the LNPSG will have the power to:

- 3.1 Develop a project plan, action strategy, budget and programme for delivering the amended NP.
- 3.2 Coordinate Community consultation activities for the revised NP by means of open days, workshops, leaflets, questionnaires and e mail correspondence.
- 3.3 Use evidence from the consultations to prioritise and plan future actions that will benefit the Community.
- 3.4 Oversee the drafting and the finalising of the revised NP.

- 3.5 Make a recommendation to the Parish Council for approval of the revised NP to enable it to progress to Regulation 14 consultation.
  - 3.6 Oversee any revisions to the NP following the Regulation 14 consultation to the point when the NP is passed to Chichester District Council at Regulation 15 for the Regulation 16 consultation.
  - 3.7 Facilitate the use of consultants to provide expert advice to the LNPSG, delegate packages of work to the consultants and manage the scope, delivery and cost of this work.
  - 3.8 Facilitate, in conjunction with Chichester District Council the choice of the Independent Examiner.
  - 3.9 Implement any revisions to the NP required by the Independent Examiner.
  - 3.10 Co-ordinate with the Parish Council any advertising deemed necessary to promote, where necessary, the referendum.
4. Membership
- 4.1 The LNPSG will be made up of a group of core members, some of which shall be members of the parish council and others chosen from representatives of the Community (ideally in the majority).
  - 4.2 The Parish Council will initially approve the core membership of the LNPSG.
  - 4.3 A person shall cease to be a core member of the LNPSG having either:-
    - a. Notified the Chair or Parish Clerk in writing of his or her wish to resign, or
    - b. If as members of the LNPSG they have not attended a meeting or responded to the circulation of the minutes for a consecutive 3-month period.
  - 4.4 The LNPSG may invite representatives of bodies and individuals who are able to make a useful contribution to attend its meetings.
  - 4.5 The LNPSG may co-opt additional non-core members at its discretion, to form working groups to carry out specific tasks.
  - 4.6 The LNPSG shall be able to seek the resignation of any member whom it deems, by majority a vote, is failing to act in the best interest of the steering group and its work on behalf of the Community.

## 5. Responsible persons

5.1 The LNPSG will elect members to fulfil the following roles:

- i. Chairperson (initially appointed by the Parish Council on the groups inception);
- ii. Vice Chairman

The Parish Clerk will act as treasurer

## 6. Meetings

6.1 Frequency of meetings will be decided as necessary to fulfil the role.

6.2 Meetings will not be held in public as the LNPSG is not a Committee of the Parish Council.

6.3 At least 3 members must be present at the meeting to be able to take decisions, which shall be recorded in the minutes of the meeting.

6.4 Resolutions and decisions will be decided by a majority decision of core members and in the case of a tie, the Chairman shall have the casting vote.

6.5 If a member realises he/she has a pecuniary interest during the course of the meeting then the member must alert the Chairman and the interest be duly recorded at that point in the meeting.

6.6 If any member has a “pecuniary” interest in an item being discussed, they must, having declared the interest, leave the meeting while this matter is being discussed or decided. Interests “personal” in nature, the member may remain in the meeting and enter in discussion but take no part in any vote in the decision making process.

6.7 Should it be determined that a decision cannot be made as all members have either a “personal” or “pecuniary” interest in a matter, then dispensation must be applied for. This application must be in writing by each member, to the Parish Council Clerk, three clear working days ahead of the meeting. The Parish Council Clerk may then, if the criteria for such a dispensation are satisfied, allow members to discuss and vote on matters in which they have an interest. Dispensation is unlikely to be agreed where a member has a “pecuniary” interest.

6.8 The minutes of the meeting must be circulated and endorsed by a majority of LNPSG members.

6.9 Minutes shall be kept for every meeting.

## 7. Finance

7.1 The Parish Clerk will act as treasurer to the LNPSG and shall keep proper records and receipts for all expenditure by it.

7.2 Members of the LNPSG may claim back reasonable expenditure necessarily incurred during the process of production of the revised NP. Any expenditure over £200 will require prior approval by the Parish Council. Expenditure below £200 will not require prior Parish Council approval but should be approved by the group.

7.3 The Parish Clerk will be responsible for applying for grants to offset the cost of producing the amended NP.

## 8. Reporting

8.1 The LNPSG shall report to the Parish Council with details of progress with the NP.

8.2 The report may take the form of a verbal update or a written submission as deemed appropriate by the LNPSG.

## 9. Approval

9.1 The Parish Council will approve the LNPSG terms of reference which will be recorded as a minute item in the parish council minutes for the duration of the delivery of the amended NP to a “made” status.