

Loxwood Neighbourhood Plan Steering Group

DRAFT Terms of Reference

Agreed by the Parish Council at its meeting 21st March 2019 with revision approved on 06/07/2020

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 7 core members, 3 of which shall be members of the parish council and 4 chosen from representatives of the Community.
- 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 No more than 3 members of the LNPSG will have a formal connection to the parish council.
- 4.5 The LNPSG may invite representatives of bodies and individuals who are able to make a useful contribution to attend its meetings.
- 4.6 The LNPSG may co-opt additional non-core members at its discretion, so long as the total number of co-opted members does not exceed the number of core members.

- 4.7 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.
- 4.8 If a vacancy within the core membership occurs, the LNPSG may invite a non-core member to become a core member.
- 4.9 If no non-core members are available or appropriate, then the LNPSG will seek an alternative core member from the Community

5. Responsible persons

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

- i. Chairperson
- ii. Vice Chairman
- iii. Secretary

The Parish Clerk will act as treasurer

5.2 In the event that the Chairman is unavailable to lead a meeting, then the Vice Chairman will take over as Chairman. Should neither the Chairman nor Vice Chairman be available, then the meeting shall elect a temporary chairperson for the duration of that meeting only.

5.3 In the event that the Chairperson or Secretary wishes to stand down from that role, another core member will be elected by the LNPSG.

6. Meetings

6.1 The LNPSG will aim to meet every month or if required more frequently. Meetings will not be held in public as the LNPSG is not a Committee of the Parish Council.

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

6.3 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.

6.4 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.

- 6.5 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.
- 6.6 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.
- 6.7 The minutes of the meeting must be circulated and endorsed by a majority of LNPSG core members who respond by email. Five days will be allowed for responses once the minutes have been circulated.
- 6.8 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 or Community who are involved as volunteers with any of the working groups may claim back reasonable expenditure necessarily incurred during the process of production of the revised NP. Any expenditure up to a total of £1000 each fiscal year will not require prior approval by the Parish Council. Expenditure above a total of £1000 each fiscal year will require prior Parish Council approval.
- 7.3 The Parish Clerk will be responsible for applying for grants to offset the cost of producing the amended NP.

8. Appointment of Working Groups

- 8.1 The LNPSG may appoint working groups to undertake any activities that contribute to its purpose.
- 8.2 Working groups will be bound by the terms of reference set out for them by the LNPSG.
- 8.3 Working groups do not have the power to authorise expenditure on behalf of the LNPSG.
- 8.4 Working groups will report back to the LNPSG on a regular basis and at least once per month at the monthly LNPSG meeting

9. Communication

- 9.1 All Core Members of the LNPSG will be provided with and use Sharepoint for email and document review and editing.

10. Reporting

- 10.1 The LNPSG shall report on a monthly basis to the Parish Council with details of progress with the NP.
- 10.2 The report may take the form of a verbal update or a written submission as deemed appropriate by the LNPSG.

11. Approval

- 11.1 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.