

Cholsey Parish Council Neighbourhood Plan Steering Group

Terms of Reference

Introduction Objectives

- To deliver the Neighbourhood Development Plan (NDP) for Cholsey Parish Council (CPC) within the agreed budget and timescales.
- To establish a key group of individuals (the steering group, including the chairs of the focus Groups), who will deliver the plan.
- To establish a set of focus groups that will look at specific topics within the plan.
- To understand the process of neighbourhood planning and to be a source of knowledge for the focus groups
- To set objectives in steering group meetings that will identify individual responsibilities from within the focus groups but also identify responsibilities of other stakeholders (e.g. South Oxfordshire District Council (SODC), local landowners, developers)).
- To monitor the representativeness of focus groups and recommend remedial action when appropriate
- To gather information and opinions from the community, primarily via the focus groups, but also directly.
- To disseminate the information amongst all interested parties, ensuring that formal processes are adhered to.
- To communicate progress on the NDP to the media via the CPC Planning Committee.
- To work positively with the District Council

Scope

- The NDP is intended to cover the period up to 2031.
- The NDP covers the whole of Cholsey parish
- The activities of the steering group will be monitored through routine meetings (every 4 weeks) with an increased frequency as required.
- The steering group will report to the Cholsey Parish Council Planning Committee.
- The steering group will hold regular meetings to update the community.

- The steering group will liaise with SODC, developers, landowners and other statutory agencies in order to receive input from those groups.

Constraints

The NDP will need to conform to EU and national policy (planning policy is set out in the National Planning Policy Framework NPPF). It must also be in general conformity with local strategic policy, this is set out in the South Oxfordshire Core Strategy and will be updated by the emerging South Oxfordshire Local Plan.

The NDP is being delivered by (to a large part) people volunteering in their own limited time with, for the most part, no professional expertise in planning. There is only limited funding for the project.

Membership of Group – Roles & Responsibility

The role of the Steering Group will be to manage and guide the development of the Neighbourhood Development Plan and to assist with community engagement. It will be the responsibility of the Steering Group members to report back to their constituent bodies for scrutiny and comment on the content of the plan as it progresses

The Steering Group will consist of; Chairman - Cllr Paul Ramsay Cllr Linda Ivereigh Cllr Mark Gray Cllr Richard Whitfield Cllr Lucette Hamlyn Representatives for Older People / Children / required

Police will attend as and when required. Youth representatives Business representatives

Meetings

Steering Group meetings will take place every (4) four weeks, normally to commence at 7.30pm. Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required each member shall have one vote and shall vote by a show of hands.. An agreed quorum (5) shall be present where matters are presented for decisions to be taken. A simple majority will be required to support any motion. The Chairman shall have one casting vote. The Steering Group will elect a Chair from Cholsey Parish Council and a Vice Chair from the remainder of the Group. In the case of an equality of votes the Chair, or other Member presiding the meeting, has to give a casting vote in addition to their first vote.

Seven days notice of exceptional meetings shall be given to members of the Steering Group.

The Steering Group may invite advisers or those with specialist knowledge to attend meetings by invitation of the Chair. Minutes of meetings will be made and will be made available to the public on request and be placed on the NDP website as soon as possible after meetings are held.

At the first meeting of the Steering Group, all Members of the Steering Group shall declare relevant interests in a register to be maintained by the Secretary. Members shall be responsible for notifying the Secretary of any changes in their interests.

Conduct

Whilst Members as individuals will be accountable to their parent organisations, the Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.

The Steering Group will adhere to the following code of conduct:

- Work with mutual trust and respect, and combine their expertise;
 - Be clear when their individual roles or interests are in conflict;
 - Provide feedback from Steering Group meetings to their parent organisation;
 - Assist their parent organisation to bring appropriate ideas and concerns to the attention of the Steering Group;
 - Inform the Steering Group when they are unable to deliver agreed actions;
 - Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, ability, or religion and belief; and
 - Actively promote equality of access and opportunity.
- In situations where interests and roles are in conflict they must be declared before the business is discussed and the steering group member should leave the room for that item.

Decision Making

Cholsey Parish Council is the qualifying body for the purposes of preparing the plan. The steering group has full delegated authority to manage the process of preparing the plan as set out in the objectives and within agreed budgets; up to and including the publication of the consultation draft plan. Regular reports will be made to the Parish Council's Planning Committee to ensure effective progress. Cholsey Parish Council will approve the final draft Neighbourhood Development Plan prior to submission to the local planning authority.

Assumptions

Sufficient people will be willing to participate in the different focus groups SODC will work in close liaison with the steering group and provide professional expertise in helping to produce the NDP.

The NDP recognise that the commitment from district council officers. The District Council Officers will be performing an advisory role and should seek to ensure that all recommendations or outcomes of this process are in general compliance with current strategic policies and/or strategies, and are used to inform the future development of policies, strategies or direct implementation of work

Steering Group Tasks

Deciding objectives, and agreeing a timescale.

Deciding on communication methods between members of the group and on a communication strategy with the local community.

Agreeing how decisions will be made in the group.

Setting up sub-groups to focus on particular themes that arise through the consultation process.

Securing appropriate funding and resources for the project, managing funds (including money held by Local District or County Council).

Acting as a point of contact and information for the people of the village. Encouraging the widest possible involvement by all parts of the community.

Making contact with local council officers and other specialists (eg: youth workers, Highways officers, Planning Department) and keeping in regular contact with them.

Obtaining advice and information about relevant matters and policies.

Prioritising actions, using the findings from the consultation process and information from other sources.

Ensuring that the Parish Council formally adopts the Neighbourhood Development Plan. Publicising and launching the Plan.

Considering what happens once the Plan has been launched (implementation).