

BRAISHFIELD NEIGHBOURHOOD PLAN STEERING GROUP (SG). TERMS OF REFERENCE.

1.1 Braishfield Parish Council is the qualifying body for the preparation of a Neighbourhood Plan for their civil parish area. The Parish Council has agreed to establish separate project management arrangements to facilitate the delivery of this plan-making function.

The Parish Council has granted delegated authority in exercise of all relevant plan-making functions to the Braishfield Neighbourhood Planning Steering Group (SG) which sits as the Project Board for project management and decision - making purposes and will lead the preparation of the Braishfield Neighbourhood Plan (The Plan). The Group will guide and agree the content of the Plan and all associated evidence and analysis up to Preferred Option Consultation Draft stage.

1.2 The SG will:

Provide locally accountable and representative lead for plan- making.

- Agree a project timetable and endeavour to secure compliance.
- Agree a project communication, consultation and engagement strategy.
- Agree the initial scope of the Plan prior to early public engagement.
- Confirm, subject to consultation with the Parish Council, the scope of the Plan following analysis of early and subsequent community engagement.
- Agree all background and evidence-based reports prior to publication.
- Agree, subject to ratification by the Parish Council, a final submission version of the Plan, and actively support and promote the preparation of the Plan throughout the duration of the project.

1.3 The SG will be established for a limited time. The project is intended to run until the Plan has been presented for independent examination. The SG will remain active until the independent examiners report is published.

2. SG Objective

2.1 The objective of the SG is to produce a sound Neighbourhood Plan for the Parish of Braishfield, that defines the spatial planning policy priorities identified by the community taking into account all representations made during the plan-making process and having regard to all relevant existing plans and evidence. The Plan will include, or be supported by, an appropriate delivery plan setting out, where relevant, how these policy priorities may be implemented.

3. SG membership :

3.1 The SG will comprise the following members:

Parishioner Chairman
Parishioner Vice Chairman
Parishioner
Parishioner
Parishioner
Etc.

3.2. Membership will be reviewed and confirmed quarterly by the Parish Council.

4. Reporting and Communication

4.1 The SG is established having full delegated authority from the Parish Council to deliver its plan-making functions up to and including publication of a Preferred Options Consultation Draft Neighbourhood Plan. The Group will report monthly to the Parish Council via a named Parish Councillor setting out progress on its work. The Parish Council will approve the Submission Draft Neighbourhood Plan prior to publication for consultation and independent examination.

4.2 The plan- making process remains in the control of the Parish Council as local authority and qualifying body. All publications, consultation and community engagement exercises will be undertaken by, or on behalf of the Braishfield Parish Council, with appropriate recognition of the Parish Council's position given in all communications associated with the project.

5. Meetings

5.1 SG meetings will take place monthly or as agreed.

5.2 The SG will elect a Chair and Vice-Chair from its membership and both persons shall remain in that position following their election until completion of the project. Clause 3.2 of the Terms of Reference does not apply to these positions.

5.3 Decisions made by the SG should normally be by consensus at SG meetings.

Where a vote is required, each member shall have one vote. A minimum of four members shall be present where matters are presented for decisions to be taken. A simple majority will be required to support any motion. The Chair, or in their absence the Vice-Chair shall have one casting vote.

6.Support

Financial expenditure in excess of £50 must be approved by the Parish Council. Receipted expenses for reimbursement should be passed to the Parish Clerk on a monthly basis with reasons for the expenditure clearly given.

7. Conduct

7.1 The SG will follow the code of conduct set out by the Nolan Committee on Standards in Public Life. Whilst Members as individuals will be accountable to their parent organisations, the SG as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations. The SG will achieve this through applying the following principles:

- Work with mutual trust and respect and combine their expertise.
- Be clear when their individual roles or interests are in conflict.
- Provide feedback from SG meetings to their parent organisation.
- Assist their parent organisation to bring appropriate ideas and concerns to the attention of the SG.
- Inform the SG 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.
- Actively promote equality of access and opportunity.