

NP Steering Committee Terms of Reference

1. Background

Wickham Market Parish Council determined that it intended to produce a Neighbourhood Plan for the parish of Wickham Market. It established a Neighbourhood Planning Committee to determine, manage and resource the process to produce a Neighbourhood Plan.

2. Purpose

The purpose of the Neighbourhood Planning Committee is to take forward the development of the Plan from the initial stages of evidence, information gathering and analysis to the development of a final Plan with key priorities and policies that will:

“Preserve and enhance the quality of life, environmental and heritage attributes, and economic growth of the neighbourhood and ensure the infrastructure is in place to create a sustainable and socially inclusive community for future generations through the empowerment of local people”

The Neighbourhood Plan Committee will determine the area and the scope of the policies contained within the Plan.

The process will be:

- Inclusive – offering the opportunity to participate for everyone who lives or works in Wickham Market and the surrounding villages.
- Comprehensive – identifying key issues in Wickham Market for which we need to plan for the future.
- Supported – where there is a need for professional support to complete the process.

3. Tasks

The Neighbourhood Plan Committee, along with any technical advisers it chooses to use, is responsible for the following tasks:

1. Preparing and reviewing a process for achieving production of a draft and final Project Plan.
2. Ensure engagement by the community with the development of the Neighbourhood Plan from draft to final submission; through advertisement, the press, the Parish web site and targeted consultation sessions as appropriate.

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3. Liaise with businesses, organisations, land owners, community groups and other parties relevant to the completion of the plan.
4. Collating and interpreting data and evidence to inform the development of the draft Plan, local Parish policies and site allocations. Keep the Parish Council fully informed of progress and, where appropriate, present Neighbourhood Plan Committee meeting minutes.

4. Membership of the Neighbourhood Plan Committee and Quorum

1. The Committee will be drawn from members of the community, community groups and the Parish Council.
2. Membership of the Neighbourhood Plan Committee shall comprise no less than 6 members. Additional members can be co-opted if required.
3. The Group shall review its membership as and when required.
4. The Group will contain a minimum of 3 Parish Council representatives. Other members will be drawn in from Community Groups.
5. The Neighbourhood Plan Committee shall be quorate when 5 members are present.

5. Chairman of the Neighbourhood Plan Committee Group

1. The Group shall elect a Chair and Vice Chair from their number.
2. If the Chairman is not present, the Vice Chair shall take the meeting.
3. If neither is present, members shall elect a Chair for the meeting from amongst their number.

6. Officers and Clerking Arrangements for the Neighbourhood Plan Committee

1. The retained, non-voting, administrator shall be the Parish Clerk.
2. Other officers will be appointed as required (such as Working Group Leaders and Communications Officer/s).
3. The Parish Clerk shall ensure that appropriate clerking arrangements are in hand for Neighbourhood Plan Committee meetings.
4. Notice and associated papers shall normally be despatched three clear days before the date of the meeting. E-mail will be used where possible.

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5. The Neighbourhood Plan Committee shall keep Minutes or notes of proceedings which will be recorded and open to public scrutiny.

7. Frequency, Timing and Procedure of Meetings for the Neighbourhood Plan Committee

The Neighbourhood Plan Committee shall aim to meet monthly and not less than 10 times each year.

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8. Secretarial Arrangements for any appointed Working Groups

Working Groups will be set up through the NP Committee as necessary to look at specific topics and policies. Notes of any Working Group meetings held will be provided to the Committee.

9. Code of Conduct

1. Members the Neighbourhood Plan Committee, and any appointed Working Groups set up through the Committee - will not disclose information provided in confidence by anyone, or information acquired which is of a confidential nature.
2. Members of the Neighbourhood Plan Committee will not attempt to use their position to improperly to confer on or secure for themselves or any other person, an advantage or disadvantage.
3. Members of the Neighbourhood Plan Committee will disclose/declare any interest of theirs; their spouse or civil partners, or person they are living with as husband and wife or civil partners; in matters discussed.

These Terms of Reference subject to the draft being amended were **Approved** by the Committee on Tuesday 13th October 2015.

Signed: R. Jenkinson, Chairman

Dated: 13th October 2015