

EMBERTON NEIGHBOURHOOD PLAN STEERING GROUP

TERMS OF REFERENCE

1. Purpose of the Steering Group

1.1 Emberton Parish Council is the qualifying body for the preparation of a Neighbourhood Plan for the parish of Emberton. 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 Emberton Neighbourhood Plan Steering Group. The Steering Group sits as the Project Board for project management and decision making purposes and will lead the preparation of the Emberton Neighbourhood Plan. The Group will guide and agree the content of the Plan.

1.2 The Group will:

provide a 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;

- approve all background and evidence based reports prior to publication;
- agree all consultation documents prior to publication;
- agree, subject to ratification by the parish council, a final submission version of the Emberton Neighbourhood Plan; and
- actively support and promote the preparation of the Emberton Neighbourhood Plan throughout the duration of the project
-

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

1.4 The steering Group will have delegated power to approve expenditure up to a limit of £1,000 on items within the group's area of responsibility

up to the amount specified in the budget (£5,000) for the 2017/2018 financial year.

2. Steering Group Objective

- 2.1 The objective of the Steering Group is to produce a sound Neighbourhood Plan for the parish of Emberton.

3. Steering Group Membership

- 3.1 The Steering Group will comprise the following members:

A minimum of two Members of Emberton Parish Council and five Community Representatives

4. Reporting and Communication

- 4.1 The Steering Group is established having full delegated authority from the parish council to deliver its plan-making functions up to and including publication of a Draft Neighbourhood Plan. The Group will report monthly to the parish council 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 Emberton Parish Council.

5. Meetings

- 5.1 Steering Group meetings will take place as advised by its Members.

- 5.2 The Steering Group will elect a Chairman and Vice Chairman.

- 5.3 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. A minimum of four members shall be majority will be required to support any motion. The Chairman shall have one casting vote.

6. Support

- 6.1 The secretariat services required by the Steering Group will be funded through the budget.

7. Conduct

- 7.1 The Steering Group will follow the code of conduct adopted by Emberton Parish Council. 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 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;

- Assist the community 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
8. Alterations to the Terms of Reference
- 8.1 All alterations to these Terms of Reference shall be presented in writing to the parish council.