

West Ashton Neighbourhood Plan Steering Group Terms of Reference

1. Purpose

- a. The main purpose of the West Ashton Steering Group is to oversee the preparation of the Neighbourhood Plan for West Ashton Parish in order that these this will then progress to Independent Examination and a successful community referendum and ultimately be adopted by Wiltshire Council to become planning policy.
- b. The Steering Group will engage the local community to ensure that the Plan is truly representative of the ambitions of the neighbourhood and has democratic support.

2. Principles

- a. That the Steering Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation.
- b. The plan will follow the Neighborhood Planning Regulations and comply with other legislation.

3. Roles, Responsibilities and Decision Making

The Steering Group will:

Be accountable for steering and providing management of the Neighbourhood Plan

Produce, monitor and update a project timetable

Regularly report back to and invite participation from the Parish Council (at each Parish Council meeting)

Parish Clerk to be main point of contact on applications

- Identify and apply for Government funding as appropriate
- Maintain accounts as required under terms of grants awarded
- Reserve for consideration of the Parish Council all final drafts before they are made public.

4. Membership

- a. Membership of the Steering Group is open to members of the community and parish councilors.
- b. At least 5 days' notice of meetings shall be sent to members via email.
- c. 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 3 members shall be present where matters are presented for decisions to be taken. A simple majority vote will be required to support any motion. The Chairman shall have one casting vote.

7. Working Groups

- a. The Steering Group may establish working groups, made up of volunteers from the community to aid them in any Neighbourhood Plan related work
- b. Each working group should have a lead person from the Steering Group.

8. Finance

- a. All grants and funding will be applied for and held by the Parish Council, who will ring-fence the funds for Neighbourhood Development Plan work.
- b. The Steering Group will notify the Parish Council, advising them of any planned expenditure before it is incurred.
- c. Steering Group members and volunteers from any working groups may claim back and previously agreed expenditure incurred during any Neighbourhood Plan related work.
- d. The Steering group will inform the Parish Council in good time when fee payments are due to the planning consultant as set out in the Scope of Work and agreement dated 5th of August 2016. Payment is the responsibility of the Parish Council.

9. Conduct

- a. It is expected that all Steering Group members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.
- b. 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.

10. Changes to the Terms of Reference

This constitution may be amended with the support of at least two thirds of the current membership at a Steering Group Meeting and with the approval of the Parish Council.

11. Dissolution

- a. The Steering Group will be dissolved once its objectives have been attained and/or when at least two thirds of its members and the Parish Council, consider its services are no longer required.
- b. The Steering Group will then dispose of any remaining funds held in accordance with any conditions imposed by the grant funders and in the best interests of West Ashton Parish.
- c. The Steering Group will advise the Parish Council of any notice period due to the Planning Consultant and to the final fee payment to be made.

Document approved at Neighbourhood Planning Steering Group meeting 21/9/2016