

KIDMORE END PARISH COUNCIL

Kidmore End Neighbourhood Development Plan Steering Group

Terms of Reference

PURPOSE OF THE GROUP

The Kidmore End Neighbourhood Development Plan Steering Group brings together representatives of Kidmore End Parish Council and stakeholders and members of the local community. Officers from the South Oxfordshire District Council will be able to assist the Group but will not be voting members. The main role of the Steering Group is to manage the production of a neighbourhood development plan for Kidmore End.

ROLE OF THE GROUP

The role of the group is to:

- recommend a budget to the Parish Council, and recommendations as to how it will be funded, including appointment of specialist consultants or advisers;
- agree the governance structure for the project e.g. any working groups and what their specific responsibilities will be;
- prepare and agree a project plan which complies with the legislative requirements for producing a neighbourhood plan;
- manage working groups;
- ensure working groups have clear terms of reference related to their responsibilities and the project plan.

MEMBERSHIP OF THE GROUP

The Steering Group will consist of *parish councillors and local people* as shown in the table below.

Name	Organisation
Susan Biggs	Parish Council
Iain Pearson	Parish Council
Lyn Stewart-Ashley	Member of the local community
Anna Vorster	Member of the local community

Bettina Kirkham	Member of the local community
Judith Wright	Member of the local community
Anna Cronin-Scott	Member of the local community
Mike Bishop	Member of the local community
Jane Williams	Member of the local community
Rex Butters	Member of the local community
Caroline Aldridge	Parish Council
Sonia Rayner	Member of the local community
Peter Ward	Member of the local community

(add more rows as required)

The Group may form sub-committees or working groups to undertake various aspects of the work involved in producing the Neighbourhood Development Plan, involving persons beyond the membership of the Steering Group

The Steering Group can also co-opt additional members to discuss particular issues where necessary or to join the Steering Group if required. These will be non-voting members.

Individual Members' responsibilities

The decisions made by the group will undoubtedly require compromise and consensus building. Consequently, members should ensure they are:

- able and willing to make decisions and recommendations on behalf of their body/organisation committed to helping to guide the preparation of the neighbourhood plan;
- supportive and committed to the process and its implementation;
- willing to work with the Group, accommodating views that are different from their own, seeking consensus and accepting compromise to reach agreement on the issues before the group;
- open minded and able to consider the whole picture, not seeking simply to promote sectional interests;
- able to represent the group and it's work in a positive light to the wider community;
- prepared to work with other groups/agencies in a constructive way to achieve the best outcomes for the area;

ensure that they attend all meetings;

- assess existing evidence about the needs and aspirations of the Parish, commission any technical evidence, e.g. housing and infrastructure needs to support the development of a neighbourhood plan, and identify gaps;
- consider progress reports and work undertaken and agree appropriate course of action;
- agree a programme of community engagement and public consultation at appropriate stages to ensure that the information gathered is representative of those living within the Parish of Kidmore End
- undertake analysis, interpretation and reporting of the results from community engagement and public consultation activities and ensuring that they inform decision-making (either directly, or within the aid of consultants);
- ensure that any planning related documentation complies with the District Council's Statement of Community Involvement (SCI) and is appropriate for adoption;
- ensure consultation with and co-operation from key stakeholders to ensure the deliverability of the project and of proposals included in the final plan;
- promote the appropriate development of the Parish in accordance with the Neighbourhood Development Plan.
- work positively with the District Council to ensure the plan is in conformity with the adopted development plan;
- Work positively with the District Council in auditing the project plan or the use of any grant funding from the District Council.

CHAIRMAN AND OTHER OFFICES

The Steering Group will appoint/elect a Chairman and Deputy Chairman from the Group members.

Both the Chairman and Deputy shall remain in that position following their election until completion of the project.

The Chairman, or in his or her absence, the Deputy, will be responsible for dealing with any media enquiries

The Steering Group will appoint a Secretary to summon meetings, draft minutes of meetings and draft periodic reports to the Parish Council.

COMMITMENT FROM DISTRICT COUNCIL OFFICERS

District Council Officers will be performing an advisory role and should seek to ensure that all recommendations or outcomes of this process are in compliance with current policies and/or strategies, and are used to inform the

future development of policies, strategies or direct implementation of work. Other responsibilities include:

- initial advice and an introductory meeting to explain the process
- advice on an appropriate consultation strategy and how consultation should be recorded
- advice on the evidence needed to prepare the plan and details of statutory consultees
- a 'critical friend' role throughout the drafting of the plan, attending steering group meetings where necessary to provide advice and support
- reviewing draft documents to ensure they meet the basic conditions
- support for publicity that you may wish to carry-out
- funding for towns, larger villages and smaller villages
- advice and support dealing with the media and publicising your work.
- Bring in resources as required from other teams across the District Council to provide additional specialist advice.
- Facilitate discussion where the Steering Group has conflicting views
- Identify best practice from elsewhere

MEETINGS

The Group will meet at key stages in the development of the Neighbourhood Development Plan. The dates and regularity of meetings will be set by the Group depending on the stage of the process and workload.

The Steering Group members will receive an agenda paper for meetings at least 5 days prior to the meeting.

Any documents which are to be considered prior to a meeting should be circulated at least 5 working days prior to a meeting

Minutes of all meetings will be recorded and kept on file for reference, draft minutes of meetings will be circulated following each meeting, after clearance by the Chair.

The Steering Group will decide whether to admit the press and public to its meetings.

decision Making

All members of the Steering Group, with the exception of co-opted members will have an equal vote in decision making.

However, it is likely that some decisions will be in the form of a recommendation to the Parish Council or the District Council, for their consideration.

Decisions made by the Group should normally be by consensus at Group meetings. If this is not possible, decisions will be taken by vote, with each member present having one vote, and a simple majority will be required to support a decision.

A minimum of *seven members, one of whom must be a parish councillor*, must be present to enable decisions to be taken. The Chairman, or in their absence, the Deputy Chairman, shall have the casting vote.

Conflicts of interest

Steering Group members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company / organisation, arising from the decisions or recommendations of the group.

FINANCE

All financial transactions in connection with Steering Group and the Neighbourhood Development Plan will be arranged by the Parish Council, and will be subject to the Parish Council's Financial Regulations, unless the Council decides otherwise.

REVIEW OF THE GROUP

The Steering Group will be disbanded upon completion of the project, at a time to be agreed by *the Parish Council*

R F Penfold
Clerk
Kidmore End Parish Council

Updated 12.3.2019
Updated 04.02.2020