

NORTH CRAWLEY NEIGHBOURHOOD PLAN STEERING GROUP

TERMS OF REFERENCE

1. Role and Purpose of Steering Group

North Crawley Parish Council is the qualifying body for the preparation of a Neighbourhood Development Plan for the parish of North Crawley. The Parish Council has agreed to establish a separate Neighbourhood Plan Steering Group to facilitate the delivery of this plan. The Parish Council has granted delegated authority in the development of this Plan to the North Crawley 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 North Crawley Neighbourhood Development Plan. The Group will guide and agree the content of the Plan supported by associated evidence and analysis.

The Group will:

- Determine the overall scope and objectives of the Plan.
- Diligently prepare the Plan and report monthly to the Parish Council to ensure effective progress.
- Keep under review the legislative requirements around Neighbourhood Planning ensuring that they are met.
- Build and maintain links with the Local Planning Authority.
- Ensure effective engagement with the wider community during the development of the Plan.
- Provide a locally accountable and representative lead for plan making.
- Agree a project timetable and endeavour to secure compliance.
- Agree a 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 North Crawley Neighbourhood Development Plan.
- Actively support and promote the preparation of the North Crawley Neighbourhood Development Plan throughout the duration of the project.

The Steering Group will be established for a limited period of time. The project is intended to run until a Plan has been presented for independent examination.

2. Steering Group Objective

The objective of the Steering Group is to produce a compliant Neighbourhood Development Plan for the village of North Crawley that defines the 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.

3. Steering Group Membership

The Steering Group will comprise the following members:

- 2 Members of North Crawley Parish Council
- 6 Community Representatives

The Group has the power to co-opt additional members by virtue of their expertise or their involvement in the Plan making process, and invite participation from those who are considered to be key stakeholders.

4. Reporting and Communication

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

Approval of the final Plan remains the responsibility of the Parish Council as the qualifying body. All publications, consultation and community engagement exercises will be undertaken by or on behalf of North Crawley Parish Council.

5. Meetings

Steering Group meetings will take place monthly. It is intended that all meetings will take place in The Village Hall or another appropriate village location.

The Parish Council will elect a Chairman and it is expected that the Chairman shall remain in that position until completion of the project.

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 quorum of 5 members shall be present where matters are presented for decisions to be taken. A simple majority will be required to support any motion. The Chairman shall have one casting vote.

6. Conduct

The Steering Group will follow the code of conduct adopted by North Crawley 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
- Actively promote equality of access and opportunity