Postwick with Witton Neighbourhood Plan Steering Group

Terms of Reference

1. Purpose of the Steering Group

1.1 Postwick with Witton Parish Council is the qualifying body for the preparation of a Neighbourhood Development Plan for its civil parish area. The Parish Council has agreed to establish separate project management arrangements to facilitate the delivery of this plan-making function.

1.2 The Parish Council has granted delegated authority in exercise of all relevant plan-making functions to the Postwick with Witton's Neighbourhood Planning Steering Group. The Steering Group is a Sub-Committee of the Parish Council. It will adhere to and be bound by the ***Regulatory Documents, Terms of Reference and Policies*** as adopted by the Parish Council e.g. Standing Orders, Procurement Policy, Code of Conduct, Data Protection, Health & Safety.

1.3 It acts as the Project Board for project management and decision making purposes and will lead to the preparation of the Postwick with Witton Neighbourhood Development Plan. The Group will guide and agree the content of the Plan and all associated evidence and analysis up to Preferred Option Consultation Draft stage.

1.4 The Sub Committee 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 an 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 evidence based reports prior to publication:
- agree, subject to ratification by the Parish Council, a final submission version of the Postwick with Witton Neighbourhood Development Plan; and
- actively support and promote the preparation of the Postwick with Witton Neighbourhood Development Plan throughout the duration of the project.

1.5 The Sub Committee 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.

2. Objective

2.1 The objective of the Steering Group is to produce a sound Neighbourhood Development Plan for the Parish of Postwick with Witton, that defines the spatial 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. The Plan will include or be supported by an appropriate delivery plan setting out, where relevant, the means by which these policy priorities may be implemented

3. Steering Group Membership

3.1 The Steering Group will comprise the following members:

- Four members of the Postwick with Witton Parish Council; one of which will be appointed as Chair of the sub-committee and another vice chair. Currently the Chair is David Dukes and Vice Chair Colin Hancy

- Four further representatives of the local community who will be selected by the parish councillors.

- One of the local District Councillors will be invited to attend and contribute, subject to their availability, but will not be expected to take a formal position on the Group.

3.2 Membership will be reviewed and confirmed quarterly by the Parish Council.

4. Reporting and Communication

4.1 The Sub Committee is established having full 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 Sub Committee will report monthly to the Parish Council setting out progress on its work. The Parish Council will approve the Submission Draft Neighbourhood Development 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 Postwick with Witton Parish Council with appropriate recognition of the Parish Council's position given in all communications associated with the project.

5. Meetings

5.1 Meetings will take place as required but generally every 2 months, normally to commence at 6.30pm on a Wednesday, eight days prior to the Parish Council meeting. All meetings should take place in Postwick with Witton Parish. The Parish Council will arrange appropriate venues for the meetings.

5.2 The Sub Committee will elect a Chair and Vice-Chair from its membership and both persons shall remain in that position following their election until completion of the project, unless they decide to step down in the interim. Should that occur, the Group will elect a new Chair or Vice Chair. Clause 3.2 of the Terms of Reference does not apply to these positions.

5.3 Decisions made by the Sub Committee should normally be by consensus at Sub Committee meetings. Where a vote is required, each member shall have one vote. A minimum of four members shall be present where matters are presented for decisions to be taken, two of whom must be councillors. A simple majority will be required to support any motion. The Chair, or in their absence the Vice-Chair shall have one casting vote.

5.4 Meetings will not be routinely open to the public but it will, as required organise specific meetings for the purpose of presentations, information gathering etc.

6. Support

6.1 All secretariat services required by the Steering Group will be provided by the appointed secretary with support from the appointed planning consultants.

6.2 The Sub Committee will manage its budget, producing accounts on a regular basis. All funds will be paid into the Parish Council account, from where payments will be made as directed by the Sub Committee.

7. Conduct

7.1 The Sub Committee will follow the code of conduct set out by the Nolan Committee on Standards in Public Life. Whilst Members as individuals will be accountable to their parent organisations, the Sub Committee as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations. The Sub Committee 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;
- Provide feedback from Sub Committee meetings to the Parish Council;
- Assist the Parish Council to bring appropriate ideas and concerns to the attention of the Sub Committee;
- Inform the Parish Council 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. Finance

8.1 The cost of producing the plan is expected to be covered by grants from ***Locality*** and ***Broadland District Council***. The Sub Committee will endeavour to ensure costs incurred are kept within funding available. However, in the event that additional costs are incurred these will be underwritten by the Parish Council.