

# HOCKLIFFE NEIGHBOURHOOD PLAN STEERING GROUP

## TERMS OF REFERENCE

### 1. Purpose of the Steering Group

1.1 Hockliffe Parish Council is the qualifying body for the preparation of a Neighbourhood Plan for its civil parish area. The Parish Council has granted delegated authority in exercise of the following plan-making functions to the Hockliffe Neighbourhood Plan Steering Group. The Steering Group will guide and agree the content of the draft Plan and all associated evidence and analysis as more fully described below.

1.2 The Group will:

- provide a locally accountable and representative lead for plan-making;
- agree a project communication, consultation and public engagement strategy and share it with the Parish Council prior to implementation;
- agree the initial scope of the Plan prior to public engagement and share it with the Parish Council;
- agree, subject to ratification by the Parish Council, the scope of the Plan following analysis of community engagement;
- agree, and share with the Parish Council, all consultation proposals and documents prior to publication;
- agree, subject to ratification by the Parish Council, a 3<sup>rd</sup> Regulation 14 consultation version of the Hockliffe Neighbourhood Plan;
- agree, subject to ratification by the Parish Council, a final submission version of the Hockliffe Neighbourhood Plan; and
- actively support and promote the preparation of the Hockliffe 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 examiner's report is published.

### 2. Steering Group Objective

2.1 The objective of the Steering Group is to produce a sound Neighbourhood Plan for the Parish of Hockliffe which 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.

### 3. Steering Group Membership

3.1 Any person resident in Hockliffe who volunteers to be a member and who is prepared to approach their responsibilities with an open mind, notwithstanding that they may have strongly held personal views, may be a member of the Steering Group up to a maximum of 20.

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

### 4. Reporting and Communication

4.1 The Steering Group is established having delegated authority from the Parish Council (as set out in these terms) to deliver its plan-making functions up to and including publication of a Preferred Options Consultation Draft Neighbourhood Plan. The Group will report monthly to the Parish Council setting out progress on its work. The Parish Council must approve the Regulation 14 Preferred Options Consultation Draft Neighbourhood Plan

and 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 Hockliffe Parish Council with appropriate recognition of the Parish Council's position given in all communications associated with the project.

## **5. Meetings**

5.1 Steering Group meetings will take place regularly at a venue in Hockliffe or by video conference.

5.2 The Steering Group will elect a Chair, Vice-Chair and minute Secretary from its membership who shall remain in that position following their election until completion of the project or earlier resignation. Clause 3.2 of the Terms of Reference does not apply to these positions.

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 present where matters are presented for decisions to be taken. 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 Full minutes of meetings will be kept and, once those minutes have been agreed, they will be published on the Parish Council's website.

5.5 The minute secretary shall send an agenda to all members at least 3 days before a meeting.

5.6 The Steering Group is invited to consider these Terms of Reference in their first meeting and encouraged to request amendments under para 7.1 below if it believes amendments should be made.

## **6. Conduct**

6.1 The Steering Group will follow the code of conduct set out by the Nolan Committee on Standards in Public Life. 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;
- Ensure that engagement with the wider community reaches everyone and that such engagement presents options and asks questions in a fair and balanced manner;
- Be clear when their individual roles or personal interests are in conflict;
- Provide feedback from Steering Group meetings to the Parish Council;
- 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.

## **7. Amendment and termination**

7.1 The Parish Council has complete discretion (to be exercised reasonably and with proper cause) to amend these Terms of Reference or, if it thinks fit, to disband the Steering Group or remove individual members.