

## Terms of Reference

### Norton St Philip Neighbourhood Plan Steering Group

#### 1) Establishment

The Norton St Philip Neighbourhood Plan (NSPNP) Steering Group is established by the Parish Council to manage the preparation of a Neighbourhood Plan for the Civil Parish of NSP. The whole Parish of NSP is the designated neighbourhood area. The Parish Council is the qualifying body under the Localism Act 2011 and is responsible for Neighbourhood Planning.

In establishing the NSPNP Steering Group (the SG) the PC recognises that the community should be as widely involved as possible with the preparation of the NP. To that end the SG is established under S102(4) of the Local Government Act 1972 which allows the appointment of non parish councillors to the SG, and also allows the SG to set up sub-committees. Members of the SG will have voting rights, as will members of any sub-committee. A vote will be held before any decision on setting a proposed policy is made. A quorum of the SG is four. A vote can be passed by a simple majority, the Chair holding a casting vote. If it is so minded, the SG may request the PC to decide on a particular matter at its next meeting. The SG may also, following a vote, request the PC to vary these Terms of Reference.

The SG will consist of no less than 4 members, at least two of whom will be parish councillors. There is no upper limit on membership, but for practical reasons a suggested maximum is 12. Any voting age resident of the Parish may apply to join by contacting either the Steering Group or PC; membership not to be unreasonably withheld. At least one member of the SG must be a member of any sub committee. The SG will have a Chair and a Vice Chair, voted by the members of the SG. Any sub committee will have a Chair appointed by the SG. Members of any Committee will need to declare any interest in matters under discussion.

All formal Meetings will be held in Public, Minuted and a report tabled at each PC meeting. The Minutes and Report will be available on the dedicated NP web page, accessed through the PC Website.

#### 2) Aims

The purpose of the SG is to prepare a Draft Neighbourhood Plan for presentation to the Parish Council at or before the December 2018 meeting. If approved by the PC the Draft NP will be circulated throughout the Parish for consultation (also to affected landowners and statutory consultees) and subsequently to the Local Authority for independent examination. Following these stages amendments may need to be considered and resubmitted before the Plan is put to a Parish referendum as provided for under the Localism Act.

#### 3) Responsibilities

- i) Propose Development policies that are in line with both Local and National policy
- ii) Ensure that such policies are environmentally, socially and economically sustainable over the lifetime of the Plan
- iii) Agree all expenditure over £250 in advance with the PC. Grant funded expenditure under £250 to be authorised at the following PC Meeting
- iv) Widespread community engagement and participation is key and the SG will involve residents throughout the process