

# TARSET AND GREYSTEAD NEIGHBOURHOOD PLAN STEERING GROUP

## TERMS OF REFERENCE

### 1. Purpose of the Steering Group

1.1 Tarset and Greystead Parish Council is the qualifying body for the preparation of a Neighbourhood Development Plan for the civil parish area. The Parish Council has agreed to establish separate project management arrangements to facilitate the delivery of this plan-making function. The Parish Council has granted delegated authority in exercise of all relevant plan-making functions to the Tarset and Greystead Neighbourhood Planning Steering Group. The Steering Group sits as the Project Board for project management and decision making purposes and will lead the preparation of the Tarset and Greystead Neighbourhood Development Plan. The group will guide and agree the content of the Plan and all associated evidence and analysis up to the Preferred Option Consultation Draft stage.

1.2 The Group 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 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 Tarset and Greystead Neighbourhood Development Plan; and
- actively support and promote the preparation of the Tarset and Greystead Neighbourhood Development 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 examiners report is published.

### 2. Steering Group Objective

2.1 The objective of the Steering Group is to produce a sound Neighbourhood Development Plan for the Parish of Tarset and Greystead, 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 plans and policies. 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 of the following members:

- at least one representative from Tarset and Greystead Parish Council;
- a maximum of 6 residents
- any other relevant people who may at times be co-opted onto the Group

## **4. Reporting and Communication**

- 4.1 The Steering Group is established having full delegated authority from the Parish Council to deliver its plan-making functions up to, and including publication of a Draft Neighbourhood Development Plan. The Group will report monthly to the Parish Council setting out the progress on its work. The Parish Council will approve the 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, Tarset and Greystead Parish Council with an appropriate recognition of the Parish Council's position given in all communications associated with the project.

## **5. Meetings**

- 5.1 The Steering Group meetings will take place at least monthly and more frequently if required. All meetings will generally take place in the Village Hall and at a time to suit members of the Steering Group.
- 5.2 Decisions made by the Steering Group should normally be by consensus, but 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. Before such decisions are taken, members of the Steering Group will be contacted to enable all views to be considered prior to the decision. A simple majority will be required to support any motion. The Chair, or in their absence the Vice-Chair shall have one casting vote.
- 5.3 The Steering Group meetings can be held without public notice and are not open to members of the public and therefore formal minutes are not required. The views of the community will be sought at key stages of the plan development, before a Draft Neighbourhood Plan document is produced. Notes will be taken to facilitate reporting back to the Parish Council.

## **6. Support**

- 6.1 The Northumberland National Park Authority will provide any secretarial service as required by the Steering Group, and will attend meetings when necessary. They will also advise on such matters as meeting procedural requirements, communicating with statutory consultees, any changes to National or local policies where relevant, and help in the organisation of consultation events and community engagement.

## **7 Conduct**

7.1 The Steering Group 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 any parent organisation, 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;
- Provide feedback from steering Group meetings to any parent organisation;
- Assist any parent organisation 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 religious belief; and
- Actively promote equality of access and opportunity.

Agreed by the Tasset and Greystead Neighbourhood Planning Steering Group on 09.10.2012