

Chidham & Hambrook Parish Council

Steering Group for the Revised Neighbourhood Plan

Terms of Reference

1. Purpose

- a. The main purpose of the Steering Group for the Revised Neighbourhood Plan is to oversee the preparation of the revised Neighbourhood Plan for Chidham & Hambrook Parish in order that these will then progress to independent examination and a successful community referendum and ultimately be adopted by Chichester District Council to become planning policy.
- b. The Steering Group will engage the local community to ensure that the Plan is truly representative of the ambitions of the civil parish of Chidham & Hambrook which also includes Nutbourne East. The Group will maximise support for the approach taken in the revised Neighbourhood Plan by ensuring high levels of community engagement throughout the plan-making process.

2. Principles

- a. That the Steering Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community.
- b. All decisions made shall be fully evidenced and supported through consultation with the local community.

3. Roles and Responsibilities

In order to achieve this, the Steering Group will carry out the following roles:

- Be accountable for steering and providing strategic management of the revised Neighbourhood Plan for the Parish of Chidham and Hambrook
- Produce, monitor and update a project timetable
- Regularly report back to the Parish Council for endorsement of decisions taken
- To undertake analysis and evidence gathering to support the plan
- Identify sources of funding
- Liaise with relevant authorities and organisations.
- Consult as widely and thoroughly as is possible to ensure that the draft and revised Neighbourhood Plan for the Parish of Chidham and Hambrook is representative of the views of residents
- Agree, subject to ratification by the Parish Council, a final submission version of the revised Neighbourhood Plan for the Parish of Chidham and Hambrook

4. Membership

- a. The Steering Group will be made up of a cross-section of volunteers from the community, including Parish Councillors.
- b. Membership of the Steering Group is open to all residents of the Parish.

Members of the Steering Group:

1. Must agree with the Purposes of the Group.

2. Must commit to active membership of the group until the goals of the group have been achieved, and as such their efforts will be recognised in the Neighbourhood Plan documentation.
3. Members intending to resign their membership should notify the Secretary.
4. Members who miss three consecutive meetings may lose their membership, subject to a simple majority vote of the Steering Group.

5. **Decision Making**

- a. The Steering Group has full delegated authority from the Parish Council to deliver its plan making functions up to and including completion of the Consultation Draft Plan. The Group will report monthly to the Parish Council setting out progress on its work. The Parish Council will approve the Submission Draft Revised Neighbourhood Development Plan prior to publication for consultation and independent examination.
- b. The plan-making process 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 the Parish Council with appropriate recognition of the Parish Council's position given in all communications associated with the project.

6. **Meetings**

- a. Steering Group meetings will take place at intervals agreed by the group.
- b. Meetings are open to all Steering Group members. Where possible, all meetings should be held within the Parish.
- c. The Steering Group will elect a Chair and Secretary from its membership to remain in those positions until the project is completed. If these positions should become vacant, the Group will elect an alternate.
- d. The Secretary shall keep a record of meetings and circulate notes to Steering Group members and the Parish Council in a timely fashion.
- e. At least seven clear days' notice of meetings shall be sent to members via email or an alternative agreed communication method.
- f. 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 five members shall be present where matters are presented for decisions to be taken. A simple majority vote will be required to support any motion. The elected Chair shall have one casting vote.

7. **Working Groups**

- a. The Steering Group may establish working groups, made up of volunteers from the community to aid them in any Neighbourhood Plan related work.
- b. Each working group should have a lead person from the Steering Group.

8. **Finance**

- a. All grants and funding will be applied for and held by the Parish Council, who will ring-fence the funds for Revised Neighbourhood Development Plan work.
- b. The Steering Group will notify the Parish Council, advising them of any planned expenditure before it is incurred.
- c. Steering Group members and volunteers from any working groups may claim back any previously agreed expenditure incurred during any Revised Neighbourhood Plan related work agreed by Chidham & Hambrook parish council in full session.

9. **Conduct**

- a. It is expected that all Steering Group members abide by the principles and practice of the Code of Conduct as adopted by Chidham & Hambrook Parish Council (available

on the parish council website: <http://www.chidhamandhambrook.info/parish-council-governance/>) including declarations of interest.

- b. The Steering Group will:
 - i. Be clear and open when members' individual roles or interests are in conflict.
 - ii. Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief.
 - iii. Actively promote equality of access and opportunity.

10. Changes to the Terms of Reference

- a. This constitution may be amended by Chidham & Hambrook Parish Council.

11. Dissolution

- a. The Steering Group will be dissolved once its objectives have been attained and/or when a majority of its members and Chidham & Hambrook Parish Council, consider its services are no longer required.
- b. The Parish Council will then dispose of any remaining funds in accordance with any conditions imposed by the grant funders in the best interests of residents and the Council.

Agreed by Parish Council 4 April 2019