

EAST HOATHLY WITH HALLAND NEIGHBOURHOOD PLAN

Steering Group: Terms of Reference

Composition

- 1. The Steering Group shall comprise 15 members who shall as far as possible be drawn from across the Parish*
- 2. No more than 5 members shall be serving Parish Councillors.*
- 3. The Chair shall be appointed by the Parish Council.*

Objective

The Steering Group shall be responsible for the smooth running of the Neighbourhood Plan process and ensuring that it reflects the views of the whole Parish.

Terms of Reference

- 1. To receive and comment on the outcome of the meetings of the Steering Group and any Discussion Groups or Working Parties.*
- 2. The Steering Group shall report to the Planning Committee of the Parish Council on a regular basis and forward copies of the minutes and agenda to the Clerk and Chair of the Parish Council.*
- 3. To recommend to the Council the form and content of the Parish wide questionnaire.*
- 4. To consider and make recommendations on the form and content of the draft Neighbourhood Plan.*
- 5. To advise on the desirability of holding public meetings or exhibitions and to act thereon with the agreement of the Parish Council.*
- 6. To advise on the arrangement for publicising the progress of the Neighbourhood Plan.*
- 7. To ensure that where the Neighbourhood Plan relates to the use and development of land it is in conformity with national and local planning policies and demonstrates effective local engagement.*

Accountability

- 1. All reports from discussion groups or working parties shall be made to the Steering Group.*
- 2. The Steering Group will report to the Parish Council which will retain final editorial and financial control.*
- 3. No decisions can be made by the Steering Group, Discussion Groups or Working Parties without the consent of the full Parish Council.*

Approved by the Planning Committee of Parish Council at their meeting on June 19 2017 under delegated powers.

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Working Parities: Terms of reference

(to be approved by the Parish Council)

The terms of reference of the Steering Group shall apply with the exception of the following:

- 1. A working party shall consist of no more than 8 members.*
- 2. The Chair of a working party shall be a member of the Steering Group*
- 3. Members of the Working Party shall be drawn from the local community. Members of the WP should have a specific interest/skill etc which will contribute to the specific policy under discussion.*
- 4. The Working Party shall report directly to the Chair of the Steering Group*
- 5. The Working Party shall report and update their progress at meetings of the Steering Group and produce written reports when required by the Chair of the Steering Group.*
- 6. The Working party shall consider a specific strategic policy and how it can be implemented/adapted etc. to the needs of the local community.*
- 7. Draft text for the Neighbourhood Plan on the specific strategic policy shall be produced when required by the Chair of the SG or Chair of the Editorial Group.*

GUIDELINES FOR WORKING PARITIES

I understand that there is a little confusion about what exactly a Working Party is expected to do and how it should proceed. I hope the following guidelines will be helpful

- 1. A working party should address a specific strategic policy.*
- 2. It is appreciated that there will be overlap between policies in certain areas.*
- 3. In the initial stages do not be too specific or attempt to overlap with other policies.*
- 4. Establish your aims and objectives at the outset.*
- 5. It is hoped that you will be able to produce a rough draft or outline of how your WP hopes to deal with a specific policy at the meeting on September 20th. You are not expected to produce a final statement at that meeting. It will take time for you to organise a working party, to meet and sound out their views on the policy and to decide on how you will proceed. If you can produce a report on September 20 which outline the above you will have done well.*
- 6. Encourage members of your WP to consult with friends etc. It is important that the views of the community will be represented in the NP.*
- 7. We will be holding public meetings in the autumn when residents will be able to ask questions about specific policies. Your input at these meetings will be invaluable.*
- 8. Try and look at other Neighbourhood Plans online. Neighbourhood Plans vary as needs of different communities vary but they will provide useful guidelines etc.*
- 9. Please remember that the NP is not just for today but is also a 'wish list' of what we would like in the future.*

