

ELSTEAD AND WEYBURN NEIGHBOURHOOD PLAN

TERMS OF REFERENCE

1. BACKGROUND

- 1.1 Elstead Parish Council and Peper Harow Parish have agreed to produce a Neighbourhood Plan for the Parish of Elstead and the Weyburn part of Peper Harow. It has established a Neighbourhood Plan Steering Group to oversee this process.

2. PURPOSE AND MISSION STATEMENT

- 2.1 The purpose of the Neighbourhood Plan Steering Group (NPSG) is to design and facilitate a process that will result in the preparation of a draft Neighbourhood Plan for Elstead and Weyburn to provide a guide for appropriate sustainable development in order to:

Conserve and enhance the quality of life, environmental and heritage attributes, and economic growth of the neighbourhood and ensure the infrastructure is in place to create a sustainable and socially inclusive community for future generations through the empowerment of local people.

- 2.2 The process will be:

- Inclusive – offering the opportunity to participate for everyone who lives or works in Elstead and Peper Harow
- Comprehensive – identifying all the important aspects of life in Elstead and Peper Harow for which we need to plan for the future
- Positive – bringing forward proposals which will improve the quality of life in Elstead and Peper Harow
- Supported – where there is a need for professional support to complete the process

3. TASKS

- 3.1 The NPSG, along with its technical advisers, will undertake the following tasks:

- Prepare an outline process for producing the Neighbourhood Plan
- Promote the process of preparing the Neighbourhood Plan to encourage participation and the submission of views and ideas
- Organise meetings and appoint Working Groups to gather views and consult on ideas. The Working Groups should include, although not exclusively, the following activities:
 - Find and assess existing evidence about the existing situation, future needs and aspirations of the Elstead and Peper Harow residents and businesses, housing, economic, education, leisure, shopping, infrastructure and transport needs
 - Liaise with relevant businesses and organisations to secure their input in the process
 - Ensure that the views of the full range and diversity of interest groups are sought through the process, as far as this is reasonably possible
 - Analyse the views, ideas and proposals received during the planning process and use them to prepare a draft plan
 - Assess the character, building materials styles, shape and historic growth of the village within its landscape
- Keep the Elstead Parish Council and Peper Harow meeting fully informed of progress and, where appropriate, present NPSG meeting minutes for adoption

4. MEMBERSHIP OF THE NEIGHBOURHOOD PLANNING TEAM AND QUORUM

- 4.1 Membership of the NPSG shall comprise of no less than 7 members. Additional members can be co-opted if required.
- 4.2 The Group shall review its membership from time to time.
- 4.3 The Group will contain representatives from Elstead Parish Council and Peper Harow, a lead representative from each of the Neighbourhood Plan Working Groups, and a secretary. Parish Council representatives are able to participate as working group members and act as working group leads.
- 4.4 A member of the NPSG will act as the Communications Lead person responsible for communicating the progress and planned activities.
- 4.5 The NPSG shall be quorate when 5 members are present, of whom at least 1 must be an Elstead Parish Council representative and 1 must be a Peper Harow representative.

5. CHAIRMAN OF THE NEIGHBOURHOOD PLANNING TEAM

- 5.1 The Group shall elect a Chairman and Deputy Chairman from their number. Either the Chairman or Deputy should be an Elstead Parish Councillor.
- 5.2 If the Chairman is not present, the Deputy Chairman shall take the meeting. If neither is present, members shall elect a Chairman for the meeting from amongst their number.

6. OFFICERS AND CLERKING ARRANGEMENTS FOR THE NEIGHBOURHOOD PLANNING TEAM

- 6.1 The retained, non-voting, advisory officer shall be the Elstead Parish Clerk.
- 6.2 Notice and associated papers shall normally be despatched three clear days before the date of the meeting. Email communication will be used where possible.
- 6.3 The secretary of the NPSG will be responsible for the preparation of minutes of the NPSG meetings and will maintain records of the notes prepared by the working groups.
- 6.4 The NPSG shall keep minutes or notes of proceedings which will be recorded and open to public scrutiny.

7. FREQUENCY, TIMING AND PROCEDURE OF MEETINGS OF THE NEIGHBOURHOOD PLANNING TEAM

- 7.1 The NPSG shall meet not less than once every quarter.
- 7.2 Any changes to NPSG Terms of Reference shall require Elstead Parish Council and Peper Harow Parish approval.

8. MEMBERSHIP OF THE WORKING GROUPS

- 8.1 The individual Working Groups shall have at least four members. Members should either be a resident, business owner or land owner within the Neighbourhood Plan area.
- 8.2 Any members of the Working Group must declare interests in matters of interest to that Working Group as soon as they arise. It will then be the responsibility of the NPSG to consider whether it is appropriate for that person to continue as part of the Working Group.

8.3 Each Working Group shall nominate a lead person. This person is responsible for generally overseeing the activities of the Working Group and for reporting to the NPSG at its meetings.

9. SECRETARIAL ARRANGEMENTS FOR THE WORKING GROUPS

9.1 Each Working Group shall nominate its own secretary. The role of the secretary is to provide brief meeting notes of each meeting of the Working Group. A different member can be nominated as secretary for each meeting.

9.2 Meeting notes must be provided to the Parish Clerk, ideally in electronic form, and will be a matter of public record.

10.0 FINANCIAL MANAGEMENT AND REPORTING

10.1 Elstead Parish Council will assign funds for the running of the project during 2014-15 and 2015-16 from Parish Council funds and external grant funding.

10.2 The NPSG can prepare expenditure requests which should be passed to the Clerk for approval and payment by Elstead Parish Council.

DRAFT