

TERMS OF REFERENCE FOR LUPPITT NEIGHBOURHOOD PLANNING STEERING GROUP

Background

The Luppitt Neighbourhood Planning Steering Group has been formed by Luppitt Parish Council to manage the process to prepare a Neighbourhood Plan for the civil parish of Luppitt. While the Parish Council is the 'responsible (qualifying) body' for the preparation of the Neighbourhood Plan, the plan is a document produced and owned by the community as a whole.

Responsibilities

The Steering Group is an advisory body and as such will make recommendations to the Parish Council. The group will undertake the following, subject to the approval of the Parish Council:

- prepare and implement a programme for producing the Neighbourhood Plan;
- work with officers from East Devon District Council to ensure that the Plan conforms to national and local policies;
- ensure that all members of the community and other relevant bodies are fully involved in the process through community consultation and that all relevant information is published on the Parish website and/or parish magazine;
- obtain evidence required to support the policies to be developed for inclusion in the Neighbourhood Plan;
- prepare a sustainability appraisal and/or Strategic Environmental Assessment and/or Habitats Regulation Assessment if appropriate;
- prepare a draft Neighbourhood Plan with any revisions following public consultation.

The Steering Group shall not incur expenditure without prior authority or approved delegation as appropriate from the Parish Council.

Membership

The Steering Group will consist of members of the Parish Council together with a number of co-opted members from the community.

The Chair of the Steering Group may be a member of the Parish Council or a member of the Steering Group Committee. The Chair of the Steering Group will co-ordinate the work of the various working groups and will be responsible for keeping the Parish Council fully informed of progress and developments in the process.

Parish Councillors must observe the Code of Conduct adopted by Luppitt Parish Council when they are acting as members of the Steering Group.

Members of the Steering Group must be willing to work together for the benefit of their community. They must treat other members with respect and dignity and be prepared to consider views that are different from their own.

To guide the process, the Steering Group has appointed a Steering Group Committee and current membership along with the Working Group membership is shown on the website.

Members of the Committee will meet between scheduled Steering Group meetings. Notes will be taken at the Committee meetings and will be circulated to Steering Group members.

The Steering Group wants to encourage involvement by members of the community and so membership will be flexible, allowing additional members to be involved as numbers and practical management of the meetings permit.

The Steering Group may invite other individuals to join working groups or teams to undertake various tasks or projects forming part of the Neighbourhood Plan process. The working groups or teams will report to the Steering Group.

Meetings

The Steering Group will arrange its own meeting schedule.

Full Steering Group meetings will be informal in nature and will be open to members of the public if they wish to attend.

The Steering Group may invite individuals or organisations to attend meetings to give advice on any relevant topic.

Minutes of meetings will be recorded and published on the Parish website and/or parish magazine.

Working group meetings will arrange their own meeting schedules and will keep notes of meetings.

Declarations of Interest

Steering Group members should declare an interest where decisions or recommendations could result in potential advantage or disadvantage, whether financial or otherwise, to them, their family or close associates.

In the interests of transparency and probity, the Parish Clerk will keep a record of declarations of interest which will also be made a public record on the Parish website.

Reviewing the Terms of Reference

The Parish Council will be responsible for agreeing the terms of reference and any relevant amendments to them. The Terms of Reference will be reviewed periodically to ensure that they remain fit for purpose.

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