

Ardington & Lockinge Neighbourhood Plan Steering Group - Terms of Reference

Context

In a time of increasing conflicting pressure on finite areas of land, Neighbourhood Plans allow communities to develop a shared vision for their area. They can shape, direct and help to deliver sustainable development by influencing local planning decisions as part of the statutory development plan.¹ Change happens but if it is done incorporating the views of the local community, it is far more likely to deliver by consensus a productive environment for present and future residents and businesses.

Mission

To ensure a strong sustainable development of Ardington and Lockinge Parishes by producing a neighbourhood plan which incorporates the views and wishes of the broader community.

Purpose

The purpose of the Neighbourhood Plan Steering Group ("the NPSG") is to design and facilitate a process that will result in the preparation of a Neighbourhood Plan for Ardington and Lockinge that achieves a shared vision for the two Parishes.

The process will be:

Positive – bringing forward proposals that will improve the quality of life in Ardington and Lockinge.

Inclusive – offering everyone who lives or works in the Parishes of Ardington and Lockinge an opportunity to fully participate in the plan.

Comprehensive – identifying the important aspects of life in Ardington and Lockinge for which we need to plan for the future.

Supported – where there is a need for professional support to complete the process.

Tasks

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

1. Prepare an outline process for producing the Neighbourhood Plan.
2. Promote the process of preparing the Neighbourhood Plan to encourage participation and the submission of views and ideas from all who live and/or work in the two Parishes.
3. Gather views and consult on ideas by a variety of means to ensure as many people as possible have the opportunity to participate and submit ideas.
4. Assess existing evidence about the needs and aspirations of the two Parishes.
5. Liaise with relevant businesses and organisations to secure their input in the process.
6. 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.
7. Analyse the views, ideas and proposals received during the development process and use them to prepare a draft Plan.
8. Keep the Parish Council informed of progress and, where appropriate, present NPSG progress at the regular Parish Council meetings.

¹ Adapted from: <https://www.whitehorsedc.gov.uk/vale-of-white-horse-district-council/planning-and-development/local-plan-and-planning-policies/neighbourhood-plans/>

Membership of the Neighbourhood Planning Steering Group and Quorum

- Membership of the NPSG shall comprise a core group appointed by the Parish Council, which will be supplemented by additional volunteers as the Plan develops. Further additional members can be co-opted as and when required.
- The Group shall review its membership from time to time.
- The Group will contain a Parish Council representative.
- Non-residents, if approved by the Parish Council, can be members of the Steering Group.
- Where appropriate, officers from the Vale of White Horse Council and other key stakeholders will be invited to attend Meetings in an advisory capacity.
- The NPSG shall be quorate when 5 members are present, of whom at least one must be a Parish Council representative. Voting by two thirds majority.
- Technical advisers will not have voting rights.

Chair of the Neighbourhood Planning Team

- The Group shall elect a Chair from their number.
- If the Chair is not present, members shall elect a Chair for the meeting from amongst their number.

Officers and Clerking Arrangements for the Neighbourhood Planning Steering Group

- Notice and associated papers shall normally be despatched three clear days before the date of the meeting. E-mail will be used where possible.
- The NPSG shall keep Notes of discussions and decisions, which, which along with the Agenda, will be recorded and open to public scrutiny.
- Those present and apologies for absence will be recorded within the Notes.
- The Group shall nominate a note taker. A different member can be nominated as note taker as required.

Frequency, Timing and Procedure of Meetings for the Neighbourhood Plan Steering Group

- The NPSG shall meet not less than once every quarter.
- The NPSG will adopt the Parish Council's Code of Conduct with respect to Conflicts of Interest.
 - i. A register of the NPSG core group interests will be held with the Parish Council.
 - ii. Any meeting agenda will itemise, before any substantive matters are discussed, that all potential conflicts of interest are disclosed.
 - iii. Those with conflicts will not be allowed to vote on the associated matter.
- The date of the next meeting will be agreed at each meeting and recorded in the Notes of the meeting.

Financial Matters

Financial expenditure in excess of £50 must be approved by the Parish Council. Receipted expenses for reimbursement should be passed to the Parish Clerk or steering group financial co-ordinator on a monthly basis with reasons for the expenditure clearly given.

Working groups

The Steering Group may establish such working groups as it considers necessary to carry out the activities agreed by the Steering Group to expedite the work of the Steering Group. The purpose of each working group is to assist the Neighbourhood Plan Steering Group to prepare the Neighbourhood Plan for the community. Each working group will:

- Tackle a specific issue, or set of issues, or the needs and opportunities facing a specific group of people within the community.
- Have a lead person.
- Keep Notes of proceedings which will be recorded and open to public scrutiny.
- Have a clearly set out purpose e.g. "to help young people (under 18 years) in the community identify their needs, ideas and concerns and to feed this into the consultation for the NP."
- Outline how it will gather information and carry out consultations.

- Set out the timescale and estimated costs of gathering information and carrying out consultations.
- Appoint at least one, but preferably two members, to attend the regular NPSG meetings (those persons may already be members of the NPSG).

Each working group will be responsible for organising its own meetings and must provide a progress report to the NPSG meetings.

Steering Group Membership

Annie Boon
John Chadwick
Carol Gibbs
Miranda Hawkins
Derek Morrow
Jo Noble
Gary Proudfoot
Stephen Rudgard
Julian Sayers
Bruce Winney
Phil Avery
Quentin Bevan
Amanda Bosley

