

Adopted : 18th November 2019
Revised 16th March 2020
Review: 1st November 2021

Whimble Parish Council
48 Slewton Crescent,
Whimble
Exeter
EX5 2QA

Terms of Reference for the Whimble Neighbourhood Plan Steering Groups

Background

The steering groups have been formed by Whimble Parish Council (the Parish Council) to manage the preparation of a Neighbourhood Plan for the civil parish of Whimble.

There is an Overview NP Steering Committee, and four specialist steering groups:-

- i) . Natural Environment and Boundary (Protection Policies/Green Wedge, Building line, Development within the Parish Boundary, Flood risk and prevention, Community Resilience)
- ii) Infrastructure (Parking, School, Speeding, Bus and Rail services, Broadband, Utilities)
- iii) Climate, Health and Leisure (Sports clubs, Play Areas, Climate/Green Policies, Fuel Poverty, Ex Service personnel provision, Dr Surgery/health provision/needs, Cycle Routes)
- iv) Economy (Local Business, Church, Victory Hall)

Responsibilities

The steering groups are advisory bodies and as such will make recommendations to the Parish Council. The groups 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 events and that all relevant information is published on the Parish Council's website;
- • Obtain evidence required to support the policies of the Neighbourhood Plan;
- • Prepare a Sustainability Appraisal and /or Habitats Regulation Assessment if appropriate;
- • Prepare a draft Neighbourhood Plan with any revisions following public consultation.

The steering groups shall hold no budget nor incur any expenditure without prior authority from the Parish Council.

Membership

The steering groups will consist of members of the Parish Council together with an appropriate number of co-opted members from the Parish community.

The appointed Neighbourhood Plan Lead will act as Coordinator for the process, supported by the Deputy lead and the Parish Clerk. S/he will act as the coordinator of the Overview NP Committee and the Specialist steering groups. The Overview and Specialist steering groups will be chaired by a member of the Parish Council.

All members of the steering groups are to be approved by the Parish Council. The steering groups may invite other individuals to join working groups or teams to undertake various tasks or projects forming part of the Neighbourhood Plan process, such individuals to be approved by the Parish Council. The working groups or teams will report to a Steering Group.

Parish Councillors and steering group members must observe the Council's adopted Code of Conduct 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 the whole community. They must treat other members with respect and dignity and be prepared to consider views that are different from their own.

Meetings

The Chair of the Specialist Steering group meetings will arrange their own meeting schedules and venue. Steering Group Meetings will be informal and do not need to be open to members of the public. However, for transparency, the chair is to appoint a minute taker for each meeting and the minutes are to be emailed to the Parish Clerk within 7 days of any meeting for publication on the Parish Council's website. In the event of a split vote in a steering group meeting the steering group Chair will have the casting vote

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

Minutes of Overview Steering Group meetings will be recorded by the clerk within 7 days of any meeting for publication on the Parish Council's website.

Declaration of Interest/Code of Conduct

The Parish Clerk will keep a record of Code of Conduct/Declarations of Interest which will also be made a public record on the Parish Council's website.

Review of Terms of Reference

The Parish Council will be responsible for agreeing the terms of reference and any relevant amendments to them.

Signed by Chair of Parish Council

Name: Cllr John Griffiths

Dated: 18th November 2019

Date of review:

Adopted 16th March 2020

Review: