

Wickersley Parish Council
Terms of reference for committees
Approved by Council on 18th May 2021
Next Review Date May 2022

- 1) COMMITTEE:** Neighbourhood Plan Steering Group
- 2) SUMMONS:** Meeting summons prepared by Assistant Clerk
- 3) POWER TO DECIDE:** Wickersley Parish Council is the qualifying body for the purpose of preparing and adopting the Neighbourhood Plan. The steering group has full delegated authority to manage the process of preparing the Plan as set out in the purpose and within agreed budget.
- 4) POWER TO SPEND:** Yes - within budget. (Except for agreeing annual budget, and spending in excess of budget, which must be authorised by full council) Maybe delegated to Clerk or A/Clerk *and* the Chairperson of the Committee (or Council Chairperson if unavailable).
- 5) ACCOUNTS:** Financial activity against committee budget will be reviewed and approved at each meeting. The accounts of the committee will form part of the council's accounts and will be audited as part of the council's accounts.
- 6) MEMBERSHIP:** Minimum of 6 and maximum of 15 members. To be made up of a cross-section of Parish Councillors and representatives of the local community. The steering group may be supplemented by representation from RMBC.
- 7) QUORUM:** 3 or one third.
- 8) CHAIRPERSON:** Elected each year at the first meeting of the steering group after the Annual Council Meeting in May.
- 9) MEETINGS/YEAR:** Minimum of 4 per year.
- 10) REPORTING:** The Chairperson will regularly report back to the full Parish Council for endorsements and/or recommendations with a copy of the draft minutes at the next available Council meeting following a meeting of this committee.
- 11) PURPOSE:**
 - a) Oversee the preparation of the Wickersley Neighbourhood Plan and associated tasks leading to its adoption.
 - b) To ensure all issues are properly addressed with high levels of community engagement to maximise potential that the plan will be supported at the local community referendum.
 - c) To be accountable for steering and providing strategic management of the Plan.

- d) To agree key priorities for the Plan, aims, objectives and a vision.
- e) To appoint, oversee and direct the work of consultants engaged to help prepare the Plan.
- f) To produce, monitor and update a project timetable.
- g) Agree and conduct a consultation and engagement strategy showing how the local community will be involved throughout the process.
- h) Gather data from a wide range of sources to ensure that the policies are fully evidenced.
- i) To apply for grant funding for Plan preparation as appropriate.
- j) Liaise with the Local Planning Authority and key organisations in the Plan preparation.
- k) Set up focus groups to examine particular themes as appropriate.
- l) Analyse the results of questionnaires and consultations and use them to prepare a robust Neighbourhood Plan.
- m) Agree, subject to Parish Council ratification, a final draft Plan.
- n) Submit the Plan to the LPA for inspection and independent examination.
- o) To liaise with the local authority with regard to the referendum which forms the final role of the committee.

12) CONDUCT:

It is expected that all steering group members abide by the principles and practices of Wickersley Parish Councils code of conduct including declarations of interest.

To undertake the process in a democratic, transparent and fair manner, encouraging widespread participation and giving full consideration to opinions and ideas from all members of the community.