

BULCOTE NEIGHBOURHOOD PLAN STEERING GROUP

TERMS OF REFERENCE

INTRODUCTION

Bulcote Parish Council (BPC) and the community are undertaking a Neighbourhood Plan (NP). The neighbourhood boundary has been selected to wholly conform with the existing Bulcote Parish Boundary. This has several benefits:

1. It is an established and recognised area – both geographically and electorally.
2. It enables the Bulcote Parish Council to align and work closely with the Bulcote Neighbourhood Plan Steering group (this Group).
3. It ensures the whole of the Parish benefits from the plan and any subsequent funding eg CIL monies.
4. It enables the emerging plan to build on the already recognised Parish boundary which will aid the local community in understanding its purpose and potential effect.
5. It will allow Bulcote Parish Council to seek out partners from within the Parish Boundary that have a mutual interest in the plan's development and success.

The final neighbourhood plan will consider and present a level of detail and local resident engagement which is currently not covered in the Newark and Sherwood (N&S) Development Plans.

MEMBERSHIP OF THE STEERING GROUP

The Steering Group will be made of local people volunteering to undertake the role representing and reporting to BPC. The Steering Group may form sub-groups to undertake various aspects of the work involved in producing the Neighbourhood Plan.

The Steering Group will be supported by:

1. Bulcote Parish Council
2. N&S District Council
3. Local professional planning consultant
4. Planning Aid

ROLES AND RESPONSIBILITIES OF THE STEERING GROUP

- The Steering Group operates under the auspices of BPC. At the discretion of BPC the Steering Group may be disbanded, reconstituted or have these Terms of Reference amended.
- The Steering Group will agree (and if contested vote for) a Chairman and Secretary (Minute Taker). The roles will last for 2 years or the entire term of the period needed to produce the Neighbourhood plan – whichever is the shortest term. After 2 years or if the roles fall vacant then the roles will need to be agreed again by the Steering Group.
- Minutes will be published on the NP website within 2 weeks of any meeting.
- Notices of standing meetings will be given at least 2 weeks in advance and will take place at Bulcote Farm Rooms.
- Members failing to attend 3 consecutive meetings, irrespective of whether apologies have been sent, *may* be (but will not automatically) deselected from the Group
- Meetings will be quorate if greater than 50% of the attending members AND the Chairman or the Secretary are in attendance.

- Members may resign at any time. If the Group membership reduces to 6 (including the Chairman and Secretary) then Members may sponsor others to join the Group as co-opted Members. No elections will take place.
- Any matters that require a consensus opinion will be decided by a simple majority vote of those attending. In the unlikely event of a tied vote the Chairman's vote (or in their absence the Secretary's vote) will count double. Any matter voted upon will require ratification by BPC.

The Steering Group will:

- Report to BPC, keeping them appraised of the progress of the plan and ensuring that they continually represent their views and concerns.
- Liaise with the community, promoting the plan, answering concerns and questions and contributing to any public consultation events.
- Work to identify and justify the future development needs of the area.
- Work to develop policies to inform the future development and use of land in the area.
- Identify and define the development boundaries applicable to the plan.
- Work together to draw up the Neighbourhood Plan and any revisions because of the ongoing consultation process.
- Support BPC through the referendum process.
- Appoint a local professional planning consultant

The Local Professional Planning Consultant (LPPC) will:

- Support the Steering Group throughout the process, providing professional advice and any relevant evidence to aid the development of the plan, ensuring that the Plan conforms to national and local policy and will be sound at examination and advising the Steering Group as necessary.
- LPPC will have no voting rights on the steering group.
- Support the Steering Group in accessing training to ensure all parties are equipped to make the relevant decisions around the plan making process.
- Work with the Steering Group and the local community to establish the future development needs of the area.
- Work with the Steering Group to develop policies to guide the future development and use of land in the area.
- Undertake a screening for SEA and any other assessments required by the Neighbourhood Planning Regulations.
- Support the Steering Group to ensure there is engagement and consultation with the local community throughout the plan making process.
- Ensure that any other relevant statutory bodies or parties as necessary are involved in the plan making process.
- Together with BPC Support the arrangements for the referendum of the plan.
- Arrange with the Group for the Examination of the Plan to be carried out.

All Members of the Steering Group will:

- Ensure that the probity of the group and the plan is open and transparent. All Members of the Steering Group must declare any personal interest that may be perceived as being relevant to any

decisions or recommendations made by the group. This may include membership of an organisation, ownership of interest in land (directly or indirectly) or a business or indeed any other matter likely to be relevant to the work undertaken by the Steering Group.

- Ensure that there is no discrimination in the plan making process and that it is an inclusive open and transparent process to all groups in both the local communities and those wishing to undertake development or be involved in the process in both settlements.
- Members of the Group will work together for the benefit of their community.
- Treat other Members of the Group with respect and dignity, allowing Members to air their views without prejudice and interruption.

GENERAL MATTERS

The Terms of Reference will be continually reviewed during the life of the project and relevant amendments will be made following recommendations by the Steering Group either to or directly by the BPC. The Steering Group will regularly report its findings and progress to BPC including the ongoing budgetary implications associated with the project. Any allocation of funds to the project will have to be approved by the Steering Group and BPC.