

Terms of Reference

Shaugh Prior, Lee Moor & Wotter Neighbourhood Plan

24 March 2024 (final)

Name

The Steering Group shall be called the Shaugh Prior, Lee Moor & Wotter Neighbourhood Plan Steering Group. This could be shortened to NPSG for practical purposes.

Purpose of the Steering Group

The purpose of the Steering Group is to produce a sound Neighbourhood Plan for Shaugh Prior, Lee Moor and Wotter that defines the planning policy priorities identified by the community taking into account all representations made during the plan-making process and having regard to all relevant existing plans and evidence. The Plan will include or be supported by an appropriate delivery plan setting out, where relevant, the means by which these policy priorities may be implemented.

Steering Group

The Steering Group was appointed by Shaugh Prior Parish Council at their meeting on 07 February 2024 and initially consists of Shaugh Prior Parish Council members. One of the first responsibilities of the Group is to widen the scope of membership to include as many other individuals or groups who may have an interest.

Outline of the Role of the Steering Group

The Steering Group will meet as required –

- Determine the overall scope and objectives of the plan
- Manage the process of preparing the plan and prepare and monitor a project plan and report to Shaugh Prior Parish Council to ensure that they are aware of progress.
- Build and maintain links with South Hams District Council who are the Local Planning Authority
- Keep under review the legislative requirements around Neighbourhood Planning to ensure the plan meets all requirements
- Make recommendations to Shaugh Prior Parish Council on resourcing the plan.
- Make recommendations to Shaugh Prior Parish Council on how to involve the wider community in the plan, to ensure that their views are fully taken into account
- Manage the gathering of evidence
- Identify and assess options available in respect of each issue and prepare a draft plan for wider consideration.
- Produce minutes, reports and documents relating to the plan
- Report to Shaugh Prior Parish Council at each of their monthly meetings

Constitution of the Steering Group

The Steering Group will ensure that its makeup will be representative of the communities covered by the Plan.

Voting at Meetings

Decisions made by the Steering Group should normally be by consensus of the Steering Group. Where a vote is required each member shall have one vote. A minimum of four members shall be present where matters are presented for decisions to be taken.

A simple majority will be required to support any motion. The Chairman shall have one casting vote.

Conduct and Interests

The Steering Group will follow the code of conduct produced for Shaugh Prior Parish Councillors. Whilst Members, as individuals, will be accountable to their parent organisations, the Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations. The Steering Group will achieve this through applying the following principles –

- Work with mutual trust and respect, and combine their expertise
- Be clear when their individual roles or interests are in conflict
- Provide feedback from Steering Group meetings to their parent organisation, if representing one
- Assist their parent organisation to bring appropriate ideas and concerns to the attention of the Steering Group
- Members will inform the Steering Group when they are unable to deliver agreed actions
- Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, ability, or religion and belief
- Actively promote equality of access and opportunity.

In situations where interests and roles are in conflict they must be declared before the business is discussed and the Steering Group member should leave the room for that item.

Decision Making

Shaugh Prior Parish Council is the qualifying body for the purposes of preparing the plan. The Steering Group has full delegated authority to manage the process of preparing the plan as set out in the objectives and within agreed budgets; up to and including the publication of the consultation draft plan.

Regular reports will be made to the Parish Council to ensure effective progress. Shaugh Prior Parish Council will approve the final draft Neighbourhood Plan prior to submission to the local planning authority.

Data Protection Act

Since the Steering Group will be in possession of personal data, Shaugh Prior Parish Council will be deemed to be the Data Controller.

Changes to this document

Where changes are necessary to this document they will be made in full consultation with Shaugh Prior Parish Council before implementation.

BMS

24 March 2024