

OVERSTRAND NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP TERMS OF REFERENCE

1. Purpose

The main purpose of the Overstrand Neighbourhood Development Plan Steering Group is to oversee the preparation of the Neighbourhood Development Plan for Overstrand in order that this will then progress to Independent Examination and a successful community referendum and ultimately be adopted by Overstrand Parish Council to become planning policy.

The Steering Group will engage the local community to ensure that the Plan is truly representative of the ambitions of Overstrand. The Group will maximise support for the approach taken in the Neighbourhood Plan by ensuring high levels of community engagement throughout the plan-making process.

2. Principles

The Steering Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community.

All decisions made shall be fully evidenced and supported through consultation with the local community.

3. Roles and Responsibilities

In order to achieve the above, the Steering Group will carry out the following roles:

- Be accountable for steering and providing strategic management of the Neighbourhood Plan for Overstrand;
- Produce, monitor and update a project timetable;
- Produce a consultation and engagement strategy, showing how the residents will be involved throughout the process;
- Regularly report back to the Parish Council for endorsement of decisions taken;
- To undertake analysis and evidence gathering to support the plan production process;
- Actively support and promote the preparation of the Overstrand Neighbourhood Development Plan throughout the duration of the project;
- Identify sources of funding;
- Liaise with relevant authorities and organisations to make the plan as effective as possible;
- Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of all residents are understood;
- Consult as widely and thoroughly as is possible to ensure that the draft and final Neighbourhood Development Plan is representative of the views of residents;

- Agree, subject to ratification by the Parish Council, a final submission version of the Overstrand Neighbourhood Development Plan.

4. Membership

The Steering Group should consist of no less than 10 Members, which will be made up of a cross-section of volunteers from the community, including Parish Councillors. Effort will be made to seek representation from under-represented sections of the community.

Members must reside in the Parish of Overstrand and membership of the Steering Group will be open to the public indefinitely.

The Steering Group shall be quorate when at least half of the members attend.

Parish Councillors not on the Steering Group or other agencies appointed by the Council to support the process cannot be voting members of the Steering Group but are able to attend meetings and contribute to the discussions as required.

5. Roles

The Steering Group shall elect a Chair, Vice Chair and Secretary. If the Chair and Vice Chair are unable to attend a meeting then a temporary Chair (selected from the Steering Group members) will be elected for that meeting.

The Secretary will take notes/minutes from the meeting, record main decisions and action points; and make available to the public these and any relevant information as appropriate.

The Chairman and Vice Chairman are to be elected annually by the Committee at their first Meeting.

6. Meetings

The Steering Group (and sub or theme groups) shall meet regularly and as necessary. The public can observe the meeting and speak at the Chairpersons discretion.

Decisions from sub or theme groups should be relayed back to the full Steering Group for ratification and/or information. From time to time other stakeholders or interested parties may be invited to attend a specific Steering Group meeting to give a presentation and/or discuss their interest in the proposed Neighbourhood Development Plan.

A list of Steering Group members and contact details shall be maintained.

Details of, and any changes to, the Steering Group membership will need to be notified to, and agreed by Overstrand Parish Council at the next Council meeting.

7. Finance

All expenditure is to be agreed by a majority decision of the Steering Group.

Finance decisions will need to be recorded in the minutes and notified to Overstrand Parish Council who will be the body holding the funds.

Expenditure must fall within the level of funds held by Overstrand Parish Council for the purpose of the Overstrand Neighbourhood Development Plan who will supply financial updates to the Steering Group in order to make appropriate financial decisions.

If expenditure is desired in excess of the funds available, this will need to be decided upon and agreed by Overstrand Parish Council.

8. Changes to the Terms of Reference

Any amendments to the Terms of Reference may be made at a Steering Group meeting and agreed by the majority of the Steering Group members. Amendments are to be notified to Overstrand Parish Council at the next Council meeting.

9. Dissolution of the Group

The members will agree by a majority vote at a Steering Group meeting, to call a Special General Meeting for the sole purpose to dissolve the group.

Upon dissolution of the group any remaining funds shall be used to fund projects set out in the Overstrand Neighbourhood Plan for the benefit of the community. No individual member of the group shall benefit from the dispersal.