



The Stukeleys Neighbourhood Plan

Steering Group Terms of Reference

1. Purpose:

a. The main purpose of The Stukeleys Neighbourhood Plan Steering Group is to oversee the preparation of the Neighbourhood Plan for The Stukeleys in order that it will progress to Independent Examination and a successful community referendum and ultimately be adopted by Huntingdonshire District Council to become statutory planning policy.

b. The additional purpose of The Stukeleys Neighbourhood Plan Steering Group is to oversee the preparation of a report to The Stukeleys Parish Council that will contain a detailed list of the additional facilities, improvements and changes that are identified during the Plan making process, but that do not properly form part of the Neighbourhood Plan.

c. The Steering Group will engage the local community to ensure that the Plan is truly representative of the ambitions of The Stukeleys community. The Group will aim to maximise support for the approach taken in the Neighbourhood Plan through high levels of community engagement during the plan-making process.

2. Principles:

a. 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

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

3. Roles and Responsibilities, the Steering Group will carry out the following roles:

- a. Be accountable for steering and providing strategic management of the Neighbourhood Plan for The Stukeleys.
- b. Produce, monitor and update a project timetable.
- c. Produce a consultation and engagement strategy, showing how the public will be involved throughout the process.
- d. Regularly report back to the Parish Council for endorsement of decisions taken.
- e. Undertake analysis and evidence gathering to support the plan production process;
- f. Actively support and promote the preparation of The Stukeleys Neighbourhood Plan throughout the duration of the project.
- g. Identify sources of funding.



- h. Liaise with relevant authorities and organisations to make the plan as effective as possible.
- i. 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.
- j. Consult as widely and thoroughly as is possible to ensure that the draft and final NP is representative of the views of residents.
- k. Agree, subject to ratification by the Parish Council, a final submission version of The Stukeleys Neighbourhood Plan.

4. Membership:

- a. The Steering Group will be made up of volunteers from the community, including a maximum of 5 Parish Councillors.
- b. Membership of the Steering Group will be open to parishioners who are not Parish Councillors, up to a maximum of 5 members. Effort will be made to seek representation from under-represented sections of the community.
- c. The Steering Group may appoint new members as necessary to maintain its numbers by simple majority vote of the Steering Group members. The list of members shall be declared to the Parish Council as part of the monthly report.
- d. The Steering Group may make changes to the maximum numbers of Steering Group members only after ratification by The Stukeleys Parish Council.

5. Decision Making:

- a. The Steering Group has full delegated authority from the Parish Council to deliver its plan-making functions up to and including publication of the Consultation Draft Plan. The Group will report monthly to the Parish Council setting out progress on its work. The Parish Council will approve the Submission Draft Neighbourhood Plan prior to publication for consultation and independent examination.
- b. The plan-making process remains the responsibility of the Parish Council as the qualifying body. All publications, consultation and community engagement exercises will be undertaken by or on behalf of the Parish Council with appropriate recognition of the Parish Council's position given in all communications associated with the project.

6. Meetings:

- a. Steering Group meetings will take place at intervals no greater than six weeks.
- b. Where possible, all meetings will be held within the Parish. The dates of meetings will be made publicly available via the Parish Council website.



c. At its first meeting, the Steering Group will elect a Chair, Treasurer and Secretary from its membership to remain in those positions until the project is completed. If these positions should become vacant, the Group will elect an alternate.

d. The Secretary shall keep a record of meetings and circulate notes to Steering Group members and the Parish Council in a timely fashion and at least 10 consecutive days before the Parish Council's monthly meeting. Minutes shall be made publicly available on the parish council website.

e. At least 10 clear days' notice of meetings shall be sent to members via email.

f. Decisions made by the Steering Group shall be by consensus at Steering Group meetings. Where a vote is required each member shall have one vote. A minimum of 3 members shall be present where matters are presented for decisions to be taken. A simple majority vote will be required to support any motion. The Chairman shall have a casting vote.

7. Working Groups:

a. The Steering Group may establish working groups, to include where appropriate volunteers from the community to aid them in any Neighbourhood Plan related work.

b. Each working group should have a lead person from the Steering Group.

c. Members of the community shall be encouraged to participate in the process at all stages.

8. Finance:

a. All grants and funding will be applied for and held by the Parish Council, who will ring-fence the funds for Neighbourhood Plan work

b. The Steering Group will notify the Parish Council, advising them of any planned expenditure before it is incurred and will not make or commit to any expenditure until that expenditure is approved by the Parish Council.

c. Steering Group members and volunteers from any working groups may claim back any expenditure previously agreed by the Steering Group and incurred during any Neighbourhood Plan related work provided that such expenditure is as agreed previously by the Parish Council.

9. Conduct:

a. It is expected that all Steering Group members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.

b. The Steering Group individually and as a whole will be accountable to The Stukeleys Parish Council and to the wider community for ensuring that the Plan reflects their collective expectations.



c. The Steering Group will achieve this through applying the following principles:

- i. Being clear and open when their individual roles or interests are in conflict;
- ii. Treating everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief; and
- iii. Actively promoting equality of access and opportunity.

10. Changes to the Terms of Reference. This constitution may be amended with the support of at least two-thirds of the current membership at a Steering Group Meeting and with the approval of the Parish Council.

11. Dissolution:

- a. The Steering Group will be dissolved once its objectives have been attained and/or when at least two-thirds of its members and the Parish Council consider its services are no longer required.
- b. The Steering Group will then give to The Stukeleys Parish Council any remaining funds which the Parish Council will dispose of in accordance with any conditions imposed by the grant funders and in the best interests of The Stukeleys Parish.