

Parish of Ingleby Arncliffe Neighbourhood Plan

Steering Group Terms of Reference

1. Purpose

- a. The main purpose of the Parish of Ingleby Arncliffe Steering Group is to oversee the preparation of the Parish's Neighbourhood Plan in order that it then progress to Independent examination and a successful Parish referendum and ultimately be adopted by Hambleton District Council to become planning policy.
- b. The Steering Group will engage with the Parish to ensure that the Plan is truly representative of the ambitions of the Parish. The Group will maximise support for the approach taken in the Neighbourhood Plan by ensuring high levels of Parish engagement throughout the plan-making process.
- c. The Plan will only cover the Parish's potential housing plans for the next 5-10 years by
 - identifying future housing needs including numbers, size, type and preferred ownership arrangements,
 - identifying suitable sites and carrying out site evaluations, and
 - developing a Design Guide to ensure that any new development is fully in keeping with its surroundings and adjacent properties.

2. Principles

- a. That the Steering Group will undertake the process in a democratic, transparent and fair fashion, encouraging maximum participation and giving equal consideration to opinions and ideas from all members of the Parish;
- b. All decisions made shall be fully evidenced and supported through consultation with the Parish.

3. Roles and Responsibilities

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

- Be accountable for steering and providing strategic management of the Parish of Ingleby Arncliffe Neighbourhood Plan;
- Produce, monitor and update a project timetable;
- Produce a consultation and engagement strategy, showing how the Parish will be involved throughout the process;
- Regularly report back to the Parish Council for endorsement of decisions taken;
- Ensure the Parish's web site is regularly updated with the Plan's progress
- To undertake analysis and evidence gathering to support the Plan production process throughout the duration of the project;
- Identify sources of funding and obtain such funds as available;
- 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 any participating Parish residents are understood;
- Agree, subject to ratification by the Parish Council, a final submission version of the Parish of Ingleby Arncliffe Neighbourhood Plan.

4. Membership

- a. The Steering Group will be made up of a cross-section of volunteers from the Parish, including Parish Councillors. Every reasonable effort will be made to seek representation from under-represented sections of the Parish;
- b. Membership of the Steering Group will be open to members of the Parish up to the finalisation of the draft Plan subject to a maximum of 12 members.

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 Chair of the Group will report monthly to the Parish Council setting out progress on its work. The Parish Council will approve the 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 Parish 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 least once a month;
- b. Where possible, all meetings should be held at the village hall. The dates of future meetings will be advertised on the Parish's public notice boards and provide at least 7 days advance notice of such meetings;
- c. The Steering Group will elect a Chair, Treasurer and Secretary from its membership to remain in position 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 action points arising from the Group's meetings and circulate such minutes to Steering Group members by email.
- e. Decisions made by the Steering Group should normally be by consensus of those members presented at any meeting. No meeting will be quorate unless there at least 5 members present. Where a vote is required each member shall have one vote. A minimum of 5 members shall be present where matters are presented for decisions to be taken. A simple majority vote will be required to support any motion;
- f. Minutes of all meetings of the Steering Group and of any sub-groups will be made available on the Neighbourhood Plan's website.

7. Working Groups

- a. The Steering Group may establish working groups, made up of volunteers from the Parish to aid them in any Neighbourhood Plan related work;
- b. Each working group should have a lead person from the Steering Group;
- c. Minutes shall be taken of each sub-group meeting and circulated to all members of the Steering Group;
- d. Members of the Parish will be encouraged to participate in the working groups 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. The existing Parish Council code of practice will govern the incurrence, recording and payment of any Plan related expenditure;
- c. Steering Group members and volunteers from any working groups may claim back any previously agreed and/or future expenditure incurred during any Neighbourhood Plan tasks.

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. Whilst Members as individuals will be accountable for their own actions, the Steering Group as a whole is accountable to the Parish for ensuring that the Plan reflects the Parish's collective expectations.
- c. The Steering Group will achieve this through applying the following principles:
 - i. Be clear and open when their individual roles or interests are in conflict;
 - ii. Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief; and
 - iii. Actively promote equality of access and opportunity.

10. Changes to the Terms of Reference

- a. This constitution may be amended with the support of at least six 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 then members and the Parish Council, consider its services are no longer required.
- b. The Steering Group will then dispose of any remaining funds held in accordance with any conditions imposed by the grant funders and in the best interests of the Parish of Ingleby Arncliffe.

12. Data Protection

- a. If, as part of the Neighbourhood Development Plan process, members of the Steering Group handle personal information about individuals, such as information that may be collected through completed questionnaires, there are a number of legal obligations to protect such information under the Data Protection Act (1998) which will need to be adhered to and the existing registration of the Parish Council under the Act will govern the receipt, storage, use and retention of all personal data;
- b. In particular the Group will ensure that all publicly available reports do not contain references to named or identifiable persons.