

GREAT HORWOOD NEIGHBOURHOOD PLANNING STEERING GROUP TERMS OF REFERENCE

1. Great Horwood Parish Council has agreed to the establishment of a Neighbourhood Planning Steering Group to revise the Neighbourhood Plan and supporting documentation for Great Horwood Parish (which includes the hamlet of Singleborough).

Steering Group Objective

2. The objective of the Steering Group is to produce a Neighbourhood Plan for the Parish of Great Horwood. The Plan will set out 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.

Purpose and Powers

3. The Neighbourhood Planning Steering Group shall act on behalf of the Great Horwood Parish Council but all key milestones must be ratified by the Parish Council which has primacy in all matters.
4. To support the Neighbourhood Planning process, a Neighbourhood Steering Group Fund will be set up. Funds will be made up of grants and funds from the Parish Council Reserves.
5. The funds will reside in a Parish Council account and all payments will be made by the Parish Clerk. A Treasurer will ensure accountability of the Fund by scrutinising activities and claims on the budget with update reports at appropriate Steering Group meetings

Membership

6. The initial members of the Steering Group will be volunteers from the Parish and the Parish Council. The Team may subsequently co-opt additional members, and will elect Officers from among its members.
7. The Officers shall be Chairman, Vice Chairman, Secretary and Treasurer.

8. The Steering Group will be established for a time-limited period. The project is intended to run until a Plan has been presented for independent examination. The Steering Group will remain active until the independent examiners report is published.

Conduct of Members

9. Members of the Steering Group will be asked, on appointment or co-option, to confirm that they will conduct business objectively, on behalf of the Parish as a whole. They will be asked to provide a written Declaration of Interests to clearly demonstrate their impartiality.
10. The Steering Group will follow the code of conduct set out by the Nolan Committee on Standards in Public Life. The Steering Group 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;
 - 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; and
 - Actively promote equality of access and opportunity

Conduct of Meetings

11. Meetings will be minuted by the Secretary or in their absence a delegated member of the Steering group and a copy lodged on the Great Horwood parish website.
12. Meetings shall be subject to a quorum of 3 of its members.

Key Principles

1. To plan for sustainable development to benefit the community, whilst preserving the distinctive character and special features of the parish of Great Horwood.
2. When producing the Neighbourhood Plan, the Steering Group shall ensure its work is:
 - a. Inclusive; taking into account the stated views of residents, community organisations, business owners, landowners and appropriate statutory bodies.

- b. Comprehensive; identifying the important aspects of life in the parish which need to be taken into account when planning for the future.
 - c. Positive; aiming to take forward proposals which will improve quality of life in the parish.
3. To facilitate public scrutiny of the process, to ensure all key documents are publicised and made available in hard copy on request. They will also be published in the Neighbourhood Plan area of the Great Horwood parish website (<https://e-voice.org.uk/ghpc/>)

Tasks

- 1. Decide whether to make a new Neighbourhood Plan or to modify the existing one
- 2. Produce a scoping document which sets out the process and projected timetable for the necessary work, and update it where necessary to ensure validity and accuracy.
- 3. Maintain close liaison with Buckinghamshire Council Neighbourhood Planning Coordinator along the way.
- 4. Source and apply for funding
- 5. Obtain professional support where needed to ensure timely progress.
- 6. Get the community on board and take account of their stated views.
- 7. Develop a communication strategy.
- 8. Consult Buckinghamshire Council on the need for a Sustainability Appraisal or a Strategic Environmental Assessment, and prepare a new or modified Scoping Report if required. Gather together all relevant information concerning the parish.
- 9. Identify the area's strengths and weaknesses.
- 10. Draft the vision and objectives.
- 11. Produce a revised State of the Village Report.
- 12. Check for conformity with strategic policies in the Vale of Aylesbury local Plan
- 13. Check for conformity with the National Planning Policy Framework
- 14. Liaise closely with the development of the Buckinghamshire Local Plan
- 15. Produce a Sustainability Appraisal Report and/or a Strategic Environmental Assessment.
- 16. Produce a new or modified Neighbourhood Plan.
- 17. Ensure that the final stages of independent examination, referendum and making of the Neighbourhood Plan are professionally managed in order to seek a successful conclusion.