

# Langford & Ulting Parish Council

## Langford & Ulting Neighbourhood Plan Steering Group

### Background

At a meeting on 3<sup>rd</sup> January 2012, Langford & Ulting Parish Council, the qualifying body for the preparation of a draft Neighbourhood Plan for the parish area, agreed that a working party should be set up under the chairmanship of Cllr. Anfilogoff.

### Terms of Reference

#### 1. Objectives

- Produce a draft Neighbourhood Plan to influence the planning policy for Langford and Ulting and develop a shared vision
- Ascertain the needs and aspirations of residents and businesses in the parish
- Identify areas for business and residential development
- Identify and protect important local green spaces
- Make lasting improvements to the quality of life in Langford and Ulting

#### 2. Purpose

- Provide a locally accountable and representative lead for plan-making
- Investigate and identify support for the Neighbourhood Plan
- Liaise with relevant authorities and organisations to make the plan as effective as possible
- Identify ways of involving the whole community and gather the views and opinions of residents, organisations, businesses and landowners
- Agree the scope of the Neighbourhood Plan with the Parish Council
- Determine the types of survey and information gathering to be used
- Be responsible for the analysis of surveys, the production and distribution of the plan
- Identify potential sources of funding
- Report back to the Parish Council on progress, issues arising and outcomes

#### 3. Steering Group Membership

The Steering Group will comprise the following members (up to a maximum of eight):

- Chairman appointed by the Parish Council who shall remain in that position until completion of the project
- Parish Council planning representatives
- Residents and any other relevant people appointed to the Steering Group including former members of the Parish Plan Group
- Parish Clerk

#### 4. Responsibilities of Steering Group

The Steering Group shall:

- Provide a report to the Parish Council at each Parish Council meeting
- Undertake surveys, community engagement and process information collected
- Produce a report of findings and options
- Produce a draft Neighbourhood Plan for recommendation by the Parish Council
- Disband on publication of final Neighbourhood Plan document after consultation, independent examination and referendum

The Steering Group does not have the power to:

- Exercise any authority on behalf of the Parish Council
- Incur expenditure without prior authority from the Parish Council

## 5. Responsibilities of Parish Council

- Decisions may only be made by the Parish Council and not the Steering Group alone
- Be fully involved at the draft option stage
- Monitor and review the Neighbourhood Plan
- Apply for funding if required
- Hold funds and pay bills

## 6. Steering Group Meetings

- The Steering Group is informal and meetings can be held anywhere, without public notice
- Meetings do not need to be open to members of the public
- Meetings will be held at approximately two monthly intervals
- Agendas will be circulated electronically to members at least 7 days prior to meetings
- Minutes will be circulated to Steering Group members electronically
- Every matter shall be determined by a majority of votes of the members present
- In the case of equality, the chairman shall have a casting vote
- The quorum is a minimum of four members

## 7. Working Practice

- The Steering Group will prepare the Neighbourhood Plan following the method set out in the CPRE / NALC booklet: "How to shape where you live: a guide to neighbourhood planning."

## 8. Dissolution of the Steering Group

- 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 examiner's report is published.

## 9. Conduct

The Steering Group will follow the code of conduct on Standards in Public Life.

- Work with mutual trust and respect, and combine expertise
- Be clear when individual roles or interests are in conflict
- Inform the Steering Group when 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

Signed: *A. Tween*

on behalf of Langford & Ulting Parish Council

Signed: *V. Anfilogoff*

on behalf of Langford & Ulting Neighbourhood  
Plan Steering Group

Date: 22<sup>nd</sup> May 2012