

CHESIL BANK PARISH COUNCIL

Neighbourhood Plan Steering Group Terms of Reference 2019

1. Membership

- a. Membership of the group will consist of members of the four Chesil Bank Parish Communities plus 1 Parish Councillor from each Parish where possible.
- b. Other members of the communities may be co-opted onto the Group as required, to assist in specified tasks.
- c. The clerk will attend to support and carry out administration.
- d. The steering group Chairman/Convener will be elected by the Group.

2. Purpose

- a. Primary:
 - To act as the centre of expertise in the raising and development of the Chesil Bank Neighbourhood Plan.
 - To establish relationships and agreed protocols with local planning authorities to ensure the accuracy and efficiency in navigating all stages of the Plan through the national guidelines and procedures.
- b. Secondary:
 - To monitor closely existing and future planning policies and proposals from local WDDC/DCC/ the new Dorset Council and central government.

3. Quorum

- a. Five members of the group shall constitute a quorum with not less than 3 members of the community.

4. Meetings

- a. The group will meet as necessary to facilitate the needs of the Group; the meetings should take no more than 2 hours.

5. Expenditure

- a. Approval will be sought from Chesil Bank Parish Council for all expenditure.

6. Terms of Reference

The group will be responsible for the following matters:

- a. Acting as the central source of expertise and support for all individual Chesil Bank parishes in the raising and development of the Chesil Bank Neighbourhood Plan.
- b. Establish and maintain correct and close relationships and agreed protocols with local planning authorities to ensure the accuracy and efficiency in navigating all stages of the Plan through the national guidelines and procedures; including advice on resolving conflicting stances of support and objection to elements of the Plan, taking into account local opinions.
- c. Monitoring existing, relevant and future policies and proposals from local and central governments.
- d. Providing advice and support, as required, to sub-groups that may be established to assist in the development of the Neighbourhood Plan.

- e. Keeping Parish Councillors regularly informed.
- f. Liaison with other village or community Neighbourhood Planning groups as appropriate with regard to processes and techniques.
- g. To liaise with WDDC and its Planning Obligations Officer / new Dorset Council officer in maximising the Section 106 Funds and Community Infrastructure Levy that is allocated and spent within the group parish council area. To identify and put forward eligible projects within the individual parishes that may be suitable for the Neighbourhood Plan.
- h. Any other issues as requested by the main Parish Council.

7. Reporting

- a. The Steering Group will report back to the Chesil Bank Parish Council at the monthly meetings as an agenda item each month or as required.

8. General

- a. This Steering Group shall operate under the relevant Standing Orders of the Chesil Bank Parish Council, follow the Code of Conduct and make Declarations of Interest as appropriate.
- b. All copies of documents shall be vested with the Clerk and circulated to all Parish Councillors.

Proposed:

Seconded:

Approved

Date: 28th January 2019