

Broadclyst Parish Council
19, New Buildings,
Broadclyst
Exeter
EX5 3EX
07532 286713

Terms of Reference for the

Broadclyst Neighbourhood Plan Steering Groups

Background

The Steering Groups have been formed by Broadclyst Parish Council (the Parish Council) to manage the preparation of a Neighbourhood Plan for the civil parish of Broadclyst.

There is an Overview Steering Committee, and six specialist Steering Groups: Infrastructure, Settlement, Built Environment & Design, Natural Environment, Economy, Leisure.

Responsibilities

The Steering Groups are advisory bodies and as such will make recommendations to the Parish Council. The groups will undertake the following, subject to the approval of the Parish Council:

- Prepare and implement a programme for producing the Neighbourhood Plan;
- Work with officers from East Devon District Council to ensure that the Plan conforms to national and local policies;
- Ensure that all members of the community and other relevant bodies are fully involved in the process through community consultation events and that all relevant information is published on the Parish Council's website;
- Obtain evidence required to support the policies of the Neighbourhood Plan;
- Prepare a Sustainability Appraisal and /or Habitats Regulation Assessment if appropriate;
- Prepare a draft Neighbourhood Plan with any revisions following public consultation.

The Steering Groups shall not incur expenditure without prior authority from the Parish Council. Amounts under £500 can be authorised by the Clerk following a mandate produced at a formal Steering group meeting, by request from the Chair.

Membership

The Steering Group will consist of members of the Parish Council together with an appropriate number of co-opted members from the Parish community.

The appointed Neighbourhood Plan Officer will act as Coordinator for the process. S/he will act as the coordinator of the Overview Steering Group and the Specialist Steering Groups.

The Overview and Specialist Steering Groups will be Chaired by a member of the Parish Council.

All members of the Steering Groups are to be approved by the Parish Council.

The Steering Groups may invite other individuals to join working groups or teams to undertake various tasks or projects forming part of the Neighbourhood Plan process, such individuals to be approved by the Parish Council. The working groups or teams will report to a Steering Group.

Parish Councillors must observe the Council's adopted Code of Conduct when they are acting as members of the Steering Group.

Members of the Steering Group must be willing to work together for the benefit of the whole community. They must treat other members with respect and dignity and be prepared to consider views that are different from their own.

Meetings

The Steering Groups will arrange their own meeting schedule.

Meetings will be informal and do not need to be open to members of the public.

Steering Group members should declare an interest where decisions or recommendations could result in potential advantage or disadvantage, whether financial or otherwise, to them, their family or close associates.

The Steering Groups may invite individuals or organisations to attend meetings to give advice on any relevant topic.

The Neighbourhood Plan Officer will attend Steering Group meetings, with additional officer support as necessary

Minutes of Overview Steering Group meetings will be recorded and published on the Parish Council's website.

Specialist Steering group meetings will arrange their own meeting schedules and will keep minutes of meetings, and a report will be put on the Parish Council's website.

Declaration of Interest

The Chair and Parish Clerk will keep a record of declarations of interest which will also be made a public record on the Parish Council's website.

Review of Terms of Reference

The Parish Council will be responsible for agreeing the terms of reference and any relevant amendments to them.

Signed by Chair of Parish Council

Name:

Date of review: 7 August 2017