

BIERTON WITH BROUGHTON NEIGHBOURHOOD PLAN STEERING GROUP

TERMS OF REFERENCE

1. Background

- 1.1 Bierton with Broughton Parish Council has resolved to produce a Neighbourhood Plan (NP) and has determined that the NP shall cover the area of Bierton with Broughton Parish as agreed with Aylesbury Vale District Council in September 2016
- 1.2 The Parish Council, while retaining full responsibility for The Plan, recognises that the content of the NP must be driven by the community and draw on skills and expertise from outside the Council.
- 1.3 An NP Steering Group has been created to lead the project to successful completion:

2. Name

- 2.1 The name of the group shall be the **Bierton with Broughton Neighbourhood Plan Steering Group (BwBNPSG)**

3. Purpose

The purpose of the BwBNPSG is the preparation of a Neighbourhood Plan and associated tasks leading to its adoption.

In undertaking this, its further objectives will be to:

- 3.1 Consider the options and develop policies to inform the future development and use of land in the neighbourhood area
- 3.2 Be aware of the development areas identified in the Vale of Aylesbury Local Plan, including establishing of further development areas if they are required
- 3.3 Endeavour to engage with the community, businesses, Bucks County Council, Aylesbury Vale District Council, developers, adjoining parishes and other key third parties during the plan's development.
- 3.4 Identify sources of funding
- 3.5 Liaise with statutory and other relevant authorities and organisations to ensure The NP is as comprehensive and inclusive as possible
- 3.6 Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible
- 3.7 Determine the types of consultation and information gathering to be used.
- 3.8 Liaise with, and direct the work of, consultants and specialists engaged to further The NP as appropriate

- 3.9 Be responsible for the analysis arising from such consultation and the production and distribution of the final reports
- 3.10 Conform to national policies and Vale of Aylesbury Local Plan and with EU and Human Rights legislation
- 3.11 Report back at least quarterly to Bierton with Broughton Parish Council on progress, significant issues and budgetary implications. This would usually be a verbal report recorded by the Parish Clerk.
- 3.12 Present key documents and the Neighbourhood Plan for consultation with the Parish Council, local residents and businesses, Bucks County Council, Aylesbury Vale District Council and the Independent Examiner, and assist in arrangements for the Referendum

4. Membership and Conduct

- 4.1 The BwBNPSG shall be formed from current parish councillors and local members of the community and shall include not fewer than six and up to 12 members. The Parish Clerk, or a representative from the Parish Council office, may be present in an *ex-officio*, nonvoting capacity at all meetings.
- 4.2 The BwBNPSG may co-opt additional support to carry out specific tasks for as short or as long a period as necessary as and when required.
- 4.3 Membership is voluntary.
- 4.4 All members of the BwBNPSG, must abide by the Code of Conduct of Bierton with Broughton Parish Council which is available on the Parish website.
- 4.5 All members of the BwBNPSG must declare their interests if:-
They, or close family, have an interest in any property (other than their main place of residence) or land within the Parish of BwB or any business which conducts any of its affairs within the parish if that business may be perceived as being in anyway affected, positively or negatively, by decisions made by the BwBNP. This register of interest should be kept on file and be open for inspection on request,
- 4.6 The Chair, Vice-chair and Secretary will be elected by a show of hands, following being proposed and seconded.
- 4.7 In the absence of the Chair or Vice Chair at a meeting, the BwBNPSG will elect a temporary Chair from the members present at the meeting.
- 4.8 Should a member of BwBNPSG wish to resign they may do this verbally at scheduled meeting, which would be minuted, or in writing to the chair. In the latter case the resignation would be reported, and minuted at the next scheduled meeting.

5. Supporting Officers and Administration

- 5.1 Administrative support for the group may involve appointing officers, as required, including a Secretary, which will be appointed by a simple majority of the BwBNPSG.

6. Meetings

- 6.1 The BwBNPSG shall arrange its own meeting schedule and shall meet as required.
- 6.2 Matters requiring a vote shall be decided by a simple majority of votes of the BwBNPSG members present. The Chair of the meeting has a casting vote.
- 6.3 The BwBNPSG is quorate provided all of the following apply:
- a minimum of four members are present
 - the meeting has been properly convened
- 6.4 The Secretary shall keep a record of meetings and circulate minutes to BwBNPSG members as soon as practicable after each meeting. In the absence of a Secretary, the BwBNPSG shall elect a member present to keep the record.
- 6.5 BwBNPSG meetings and activities shall follow good practice. The BwBNPSG may seek (with approval from the PC), the guidance of the Parish Clerk in regard to any procedural matters.
- 6.6 The BwBNPSG may form sub-committees

7. Affiliations, Interests and Contributions

- 7.1 The BwBNPSG shall not itself be affiliated to any political party. It is recognised that councillors and community members may have such affiliations which shall be declared where relevant.
- 7.2 Organisations and businesses may assist in the production of the NP and may contribute to the cost of producing it. Details of any donations or assistance must be made publicly available and must not influence the recommendations of The Plan.

8. Reporting and Communication

- 8.1 The BwBNPSG is established having full-delegated authority from the Parish Council to deliver its plan-making functions up to and including publication of the NP . The Parish Council will approve the pre-submission (Reg. 14) NP prior to publication for consultation and independent examination.
- 8.2 The plan-making process remains in the control of the Parish Council as the qualifying body. All publications, consultation and community engagement exercises will be undertaken on behalf of Bierton with Broughton Parish Council with appropriate recognition of the Parish Council's position.

9. Freedom of Information and Access to Information

9.1 As an extension of the Parish Council, and in accordance with the Freedom of Information Act (2000), the BwBNPSG will make available to the public, on request: minutes of meetings, policies and procedures, details of its organisation and structure and information on budget, expenditure and allowances via publications on its website and social media where appropriate.

10. Finance


10.1 The BwBNPSG will apply for grant assistance with costs
10.2 The BwBNPSG shall not have its own bank account.


11. Changes to these Terms of Reference

11.1 Should any amendments be required to these Terms of Reference, the changes must be ratified by the Parish Council.

12. Dissolution of the BwBNPSG

12.1 The BwBNPSG shall continue to operate until the adoption of the Neighbourhood Plan or until it is dissolved by the Parish Council


..... Dated 24/02/2020
Chair of BwB Parish Council


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