

KELBROOK AND SOUGH PARISH COUNCIL

NEIGHBOURHOOD PLAN: STEERING GROUP

DRAFT TERMS OF REFERENCE

Steering Group Objective

The objective of the Steering Group is to produce a sound Neighbourhood Plan for Kelbrook and Sough that defines the 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 steering group will meet monthly to:

- 1) Determine the overall scope and objectives of the plan.
- 2) Manage the process of preparing the plan and prepare and monitor a project plan and report to the Parish Council to ensure effective progress.
- 3) Build and maintain links with the Local Planning Authority.
- 4) Keep under review the legislative requirements around Neighbourhood Planning to ensure the plan meets all requirements.
- 5) Make recommendations to the Parish Council on resourcing the plan.
- 6) Make recommendations to the Parish Council on involving the wider community in the plan
- 7) Manage the gathering of evidence necessary to inform each of the issues within the scope of the plan.
- 8) Identify and assess options available in respect of each issue and prepare a draft plan for wider consideration.
- 9) Produce minutes, reports and documents relating to the plan.

The Steering Group will oversee the setting up of thematic groups who will feed evidence back to the Steering group for consultation with the Stakeholders, Community Groups and the wider community. The thematic groups will be:
(examples)

Transport/Highways

Education

Housing

Economy/Business/Retail

Green Spaces/Environment

Sports & Leisure

Heritage

Utilities & Infrastructure

Membership of the Steering Group

The Steering group will have the following membership and will be chaired by the elected chairperson of the group:

Chair	Chairs meetings. Liaises with KSPC	Debbie Richardson
Vice-Chair	Deputises for Chair. Takes on Steering Group activities	Garry Wilson
Secretary	Convenes and minutes meetings	Audrey Wilson
Steering Group Project Manager	Creates, monitors and maintains project plan (schedule). Undertakes agreed actions	To be confirmed
Pendle Borough Council representative	Advises on project, content and alignment with Pendle planning policy. Liaison with Pendle planning information as required	To be confirmed.
Steering Group team members	Use their individual skills and experience to undertake various aspects of project work. These are representatives of residents, businesses, local landowners and Councillors and provide different perspectives to the work	Richard Abbott Val Kimberley Paul Maskell Linda Petrovic Stevan Petrovic Alan Wheatley Christine Wheatley Isobel Wood Andrew Oliver Tracey Kelly-Grimshaw Neil Grimshaw Bernard Heyes Kirsty Sharrat
Community Communications	Develops the communications plan and ensures that all elements of the plan are kept updated	Christine Durance
PBC Planning Support officer	Liaison with the PBC planning department	To be confirmed

Additional stakeholder/community group members will be invited to attend meetings where their specialised input will assist in the draft of the themes included in the Neighbourhood Plan Representatives should be sought from the following groups: (examples)

The Steering Group will be established for a time-limiting period. The project is intended to run until a Plan has been presented for independent examination. The Steering Group will remain active until at least the independent examiner's report is published.

Meetings

Steering Group meetings will take place monthly, with a schedule agreed for the year and confirmed at each meeting.

Decisions made by the Steering Group should normally be by consensus at steering group meetings. Where a vote is required each member shall have one vote. A minimum of four members shall be present where matters are presented for decisions to be taken. A simple majority will be required to support any motion. The Chairperson will have one casting vote.

Minutes will be taken at the meetings noting date, time, attendees, actions and person responsible for action with dates.

Conduct and Interests

The Steering Group will follow the code of conduct set out by the Nolan Committee on Standards in Public Life.

Whilst members as individuals will be accountable to their parent organisations, the Steering Group as a whole 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;
- Provide feedback from Steering Group meetings to their parent organisation;
- Assist their parent organisation to bring appropriate ideas and concerns to the attention of the Steering Group;
- 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.

In situations where interests and roles are in conflict they must be declared before the business is discussed and the steering group member should leave the room for that item.

Decision Making

Kelbrook and Sough Parish Council is the qualifying body for the purposes of preparing the plan. The Steering Group has full delegated authority to manage the process of preparing the plan as set out in the objectives and with agreed budgets; up to and including the publication of the consultation draft plan. Regular reports will be made to the Parish Council's meetings to ensure effective progress. Kelbrook and Sough Parish Council will approve the final draft Neighbourhood Plan prior to submission to the local planning authority.

Date agreed: 16th January 2019