

**Filby Parish Council**  
**Neighbourhood Plan Review Steering Group**

**Terms of Reference**

**Purpose**

The Neighbourhood Plan Steering Group will take forward the review, through to referendum, of the Filby Neighbourhood Plan, ensuring that relevant consultation takes place so that the plan accurately represents the views of the residents and other stakeholders.

**Principle**

The Steering Group will review the existing Neighbourhood Plan for Filby that defines the planning 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.

**Tasks and Activities**

1. The Steering Group will:
  - Manage the process of reviewing the plan and prepare and monitor a project plan and report to the Parish Council at each meeting to ensure effective progress.
  - Keep under review the legislative requirements around Neighbourhood Planning to ensure the plan meets all requirements
  - Make recommendations to the Parish Council resourcing the development of the plan.
  - Make recommendations to the Parish Council on involving the wider community in the plan
  - Manage the gathering of evidence necessary to inform each of the issues within the scope of the plan
  - Identify and assess options available in respect of each issue and prepare a draft reviewed plan for wider consideration.
  - Produce minutes, reports and documents relating to the plan
  - Produce engaging materials using all available media to encourage community engagement
2. The Steering Group will oversee the identification of planned themes which will lead the development of the plan including consultation with Parish Council and the wider community.
3. Consultation and community engagement activities the Steering Group undertakes will be undertaken by or on behalf of Filby Parish Council with appropriate recognition of the Parish Council's position given in all communications associated with the project.
4. The Steering Group will provide the Parish Council a copy of the Submission Draft Neighbourhood Development Plan prior to any publication for consultation and independent examination in order to obtain its approval for its release.

## **Group Membership**

The group will be made up of members of Filby Parish Council along with members of the parish. As a minimum the Steering Group will have the following key members:

- Chair
- Vice Chair
- Secretary

Steering Group: Ideally at least one of these roles should be a Parish Councillor and another be a member of the parish.

All members of the Steering Group have equal voting rights and will be a working group who will not only work on elements of the plan, but will work to engage the community throughout the lifetime of its existence in order to ensure views of the whole community are heard and not just the views of group members. 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 Chair, or in their absence the Vice Chair shall have one casting vote.

The Steering Group will be responsible for ensuring that suitable qualified technical support is obtained at relevant points of the plans development in order that the Neighbourhood Plan is fit for purpose.

Should group membership need to change this will be dealt with as follows:

- Additional members - This will be agreed through a vote of Steering Group members at the next meeting and be minuted accordingly.
- Departing members - Should there be a need for a group member to depart this will be dealt with by the Chair/Vice Chair and Secretary. The departing member should agree to a suitable handover of the Steering Group work they have been dealing with before their formal departure.

## **Conduct and Interests**

The Steering Group will follow the Parish Council code of conduct. 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 the Parish Council;
- 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. The Steering Group member will have no voting rights. It will be agreed depending on the conflict of interest before the item is discussed if they will be allowed to participate in any discussion on the item.

**Meeting Arrangements**

Meetings will be held as required either face-to-face or virtually at a time to suit Steering Group members. As a minimum the Chair or Vice Chair must be in attendance. If the Secretary is not in attendance a suitable delegate should attend in order for appropriate minutes to be taken.

**Decision Making**

Filby 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 within agreed budgets; up to and including the publication of the consultation draft plan. Filby Parish Council will approve the final draft reviewed Neighbourhood Plan prior to submission to the local planning authority.

**Dissolution of the Group**

The Steering Group will be established for a time-limited period. The project is intended to run until the reviewed Plan has been presented for referendum. The Steering Group will remain active until at least the independent examiners report is published.

**Review of this Document**

The Terms of Reference will be reviewed and agreed by the Parish Council on a minimum of an annual basis. The Terms of Reference will be made available on the Parish Council website.