

# Alfold Neighbourhood Plan Steering Group

## Terms of Reference

### 1. Steering Group Objectives

The objective of the Steering Group is to produce a sound Neighbourhood Plan for Alfold 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.

The Steering Group will meet monthly to:

- Determine the overall scope and objectives of the plan.
- Manage the process of preparing the plan and report to the Parish Council meetings to ensure effective progress.
- Build and maintain links with the Waverley Planning Policy team.
- Keep under review the legislative requirements around Neighbourhood Planning to ensure the plan meets all requirements.
- 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 plan for wider consideration.
- Produce minutes, reports and documents relating to the plan.

The Steering Group will oversee the setting up of the individual groups who will feed evidence back into the Steering Group for consultation with stakeholders and the wider community.

The individual groups will be:

### 2. Membership of the Neighbourhood Planning Steering Group

The Steering Group has the following membership and will be chaired by the elected chair of the Steering Group.:

- Seven Members of Alfold Parish Council
- Members of the public who have expressed a willingness to become involved in the Neighbourhood Plan process, who have agreed to the Code of Conduct of the Steering Group and submitted their Register of Interests.

### **3. Meetings**

Steering Group meetings will take place monthly, normally to commence at 7pm on the 1st Monday in the month unless otherwise agreed.

Decisions made by the Steering Group (to make recommendations to the Parish Council) 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 Chairman shall have one casting vote.

### **4. Conduct and Interests**

The Steering Group will follow the code of conduct. Whilst Parish Councillors will be accountable to the Parish Council, 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 expertise;
- Be clear when individual roles or interests are in conflict;
- 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.

### **5. Decision Making**

Alfold 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. Regular reports will be made to the Parish Council at Parish Council meetings, to ensure effective progress. Alfold Parish Council will approve the draft Neighbourhood Plan prior to submission for an SEA, prior to submission for Regulations 14 Consultation and prior to submission to the local planning authority at Regulation 15.