

Misson Neighbourhood Plan Update

Steering Group Terms of Reference

Background

Misson Neighbourhood Plan was made and registered in 2016. Since then, national and local planning regulations and policies have developed. It is now necessary to consider what updates are needed to the Plan to ensure it stays relevant, accurate and to enable it to carry full weight in planning decisions.

Purpose/Objectives

The main purpose of the Steering Group is to prepare an updated Neighbourhood Plan prior to submission to the Independent Examiner. It should take account of:

- a. Current planning policy and legislation both locally and nationally, reflecting up to date demographic information.
 - b. Parishioners, local businesses and organisations of Misson Parish to ensure the Plan is representative of the community.
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Principles

The Steering Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community.

All decisions made shall be fully evidenced and supported through consultation with the local community.

Tasks and activities

Produce, monitor and update a project timetable;

Produce a consultation and engagement strategy, showing how parishioners, businesses and other organisations will be involved in the process;

Regularly report back to the Parish Council for endorsement of decisions taken;

Undertake analysis and evidence gathering to support the plan update process;

Employ specialist advice (Planning Consultant) to undertake a technical update of the Plan;

Actively support and promote the Misson Neighbourhood Plan throughout the duration of the project;

Identify sources of funding and draft applications for the Parish Council to submit;

Liaise with relevant authorities and organisations to make the plan as effective as possible;

Consult and gather data as widely and thoroughly as is possible to ensure that the updated Plan is representative of the views of residents;

Agree, subject to ratification by the Parish Council, a final submission version of the Misson Neighbourhood Plan for submission to the Independent Examiner.

Group membership

The Steering Group will be made up of a cross-section of volunteers from the community. Effort will be made to seek representation from under-represented sections of the community. Membership of the Steering Group will be open to the public.

Roles

The Steering Group will elect a Chair from its membership to remain in the position until the project is completed. If the position should become vacant, the Group will elect an alternate. The Steering Group should prepare a record of meetings and update the Parish Council monthly.

Meeting arrangements

Steering Group meetings will take place as required to meet the project timescales. 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 50% of members shall be present where matters are presented for decisions to be taken. A simple majority vote will be required to support any decision. The Chairman shall have one casting vote.

Finance

All grants and funding will be applied for and held by the Parish Council, who will ring-fence the funds for Neighbourhood Plan work.

The Steering Group will notify the Parish Council, advising them of any planned expenditure before it is incurred.

Steering Group members and volunteers from any working groups may claim back any previously agreed expenditure incurred during any Neighbourhood Plan related work.

Changes to the TOR

These TOR may be amended with the support of at least two-thirds of the membership at a Steering Group Meeting and with the approval of the parish council.

Dissolution of the group

The Steering Group will be dissolved once its purpose and objectives have been attained and/or when at least two-thirds of its members and the Parish Council consider its services are no longer required.

The Parish Council will then dispose of any remaining funds held in accordance with any conditions imposed by the grant funders and in the best interests of Misson parish.