

# SHRIVENHAM NEIGHBOURHOOD PLAN STEERING GROUP TERMS OF REFERENCE

## 1. Background

Shrivenham Parish Council resolved on 2 February 2015 to prepare a Neighbourhood Development Plan (NDP) for Shrivenham, hereafter known as Neighbourhood Plan (NP), in accordance with the Localism Act 2011 and relevant Regulations. Whilst the Parish Council (PC) will oversee and be responsible for the preparation of the NP, the management has been delegated to a Steering Group (SG). The area designation for the plan is defined as the Shrivenham Parish boundary less an area of Defence Academy as negotiated with the MoD as approved by Vale of White Horse District Council on 21<sup>st</sup> November 2015.

Shrivenham Neighbourhood Plan Steering Group is formally constituted as a Working Group of the Parish Council.

## 2. Purpose and Mission Statement

The purpose of the SG is to design and manage a process that will result in the preparation of a draft Neighbourhood Plan for Shrivenham in order to:

*“Increase the cohesion and sustainability of Shrivenham as a community for all its residents and businesses, and for those working in the parish, through the empowerment of local people to plan the future housing, transport, environment and social and recreational facilities for the whole community.”*

The process will be:

- inclusive – offering the opportunity to participate for everyone who lives or works in Shrivenham
- comprehensive – identifying all the important aspects of life in Shrivenham for which we need to plan for the future
- positive – bringing forward proposals which will improve the quality of life in Shrivenham.

## 3. Tasks

**The Steering Group will:**

3.1 Prepare an outline process for producing the NP.

3.2 Promote the process of preparing the NP to encourage participation and the submission of views and ideas.

3.3 Organise meetings and establish working groups (WG) as it considers necessary to carry out the functions specified by the SG.

3.4 Assess existing evidence about the needs and aspirations of the village.

3.5 Liaise with other relevant organisations (including neighbouring parishes, the District and County Councils, Police, etc.) to secure their involvement in the process.

3.6 Analyse the views, ideas and proposals received during the planning process and use them to prepare a draft plan.

3.7 Keep the PC fully informed of progress via monthly reports to the PC through a standing agenda item.

3.8 Formulate the draft NP within the national context of the Localism Act and the National Planning Policy Framework (NPPF), and work with the Vale of White Horse District Council to ensure that Shrivenham's Neighbourhood Plan is consistent with the developing VWHDC's Local Plan and 5- year housing supply targets.

3.9 Aim to submit the draft Neighbourhood Plan to the Parish Council for its approval by or before 21<sup>st</sup> December 2016. The NP, once accepted by the PC, will be subject to a Parish Referendum requiring a minimum 50% vote in favour to be adopted by Shrivenham.

#### **4. Membership and Quorum**

4.1 Membership of the SG shall comprise of no less than five members who should all either reside or work in the Parish.

4.2 Membership of the NP team should aim to be representative of the village, and best efforts shall be made to ensure that there is a balance of gender, age and place of residence in the village, so that a wide breadth of opinion, skills and experience is available to the SG.

4.3 The SG shall review its membership from time to time.

4.4 The SG membership shall also include up to four Councillors nominated by the PC.

4.5 The SG shall have a quorum with one half of its voting members, subject to a minimum quorum of three.

4.6 If less than three voting members are present, the meeting shall stand adjourned.

#### **5. Chairman, Officers and Clerking Arrangements**

5.1 The PC shall appoint a Chairman. The SG shall elect a Deputy Chairman from their number.

5.2 If the Chairman is not present, the Deputy Chairman shall take the meeting. If neither is present, members shall elect a Chairman for the meeting from amongst their number.

5.3 The SG Chairman shall act as spokesperson for the Shrivenham Neighbourhood Plan Steering Group and prepare a report of the SG's activities for the PC's monthly meeting.

5.4 The Chairman shall ensure that appropriate clerking arrangements are in hand for SG meetings and that Agendas, Papers and Minutes are properly prepared, distributed and publicised, including to the Clerk to the PC. All such documents will be available for public scrutiny on the NP webpage managed by a designated SG member.

5.5 The Agenda shall normally be despatched to members three clear days before the date of the meeting by e-mail.

5.6 The SG shall keep Minutes of its meetings to be recorded and open to public scrutiny.

5.7 The SG and all its proceedings and communications (including Shrivenham NP emails in whatever system) shall be subject to the provisions of the Data Protection Act and the Freedom of Information Act.

5.8 Parish Council insurance will cover the previously agreed activities of the Steering Group and volunteers, but SG officers, in liaison with the Parish Clerk, need to ensure that terms of the insurance are not breached

## **6. Finance**

6.1 The SG's work will be financed through grants and funding, applied for and held by the PC, who will ring-fence the funds for Neighbourhood Plan purposes only.

6.2 Notification of all planned expenditure will be given to the PC before actual costs are incurred.

6.3 Invoices will be made out in the name of the Parish Council who will pay them at their next scheduled parish council meeting.

6.4 The Shrivenham Neighbourhood Plan Project account will be audited as part of PC's internal and external audit procedures.

6.5 The SG Chairman, in conjunction with the PC's Responsible Finance Officer, shall keep the PC informed of on-going budgetary requirements for the Shrivenham Neighbourhood Plan.

6.6 Non-voting, advisory officers such as Planning or other Consultants or experts that charge for their services, may only be co-opted or engaged by the SG (with the prior approval of the PC).

6.7 Orders for goods and services, and contracts issued for work on the Shrivenham Neighbourhood Plan must comply with Shrivenham PC's Financial Regulations as then in force. The RFO shall be responsible for placing such orders and issuing calls for tender for any contracts.

## **7. Frequency, Timing and Procedure of Meetings**

7.1 The SG shall meet normally on a monthly basis and not less than ten times a year or as may be required.

7.2 Meetings shall be open to the public to observe proceedings.

7.3 All meetings shall include the opportunity for public participation.

7.4 Any changes to SG Terms of Reference shall require PC approval.

7.5 The meetings shall be conducted in accordance with set procedure to be determined and agreed by the SG.

7.6 It is expected that all SG members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.

## **8. Dissolving the Steering Group**

At the conclusion of the Neighbourhood Plan project the Parish Council and Steering Group should discuss the future working of the Steering Group. If the Parish Council wishes to retain the services of any or all of the SG members they should notify them in advance.

## **Shrivenham Neighbourhood Plan Steering Group Mandate**

The Neighbourhood Plan is designed to give a Parish Council (PC) the means to consult with residents for future possible changes to infrastructure, housing, leisure and the local environment in order to attempt to influence further development of the village.

The neighbourhood plan will be researched and produced by a Steering Group (SG) acting on behalf of the PC.

The PC is the overall decision maker for the Neighbourhood Plan process. Its role is to offer guidance and support to the SG as well as the provision of funding.

The PC will appoint a chairman. The SG will include 4 members of the PC and will advertise for volunteers with specific skills or areas of expertise. The members of the SG will either manage or form part of a Working Group that will be allocated a specific area for concentration, i.e. Transport, Recreation and Leisure.

Each Working Group will have a representative who will report back to the SG ensuring liaison and communication between all the Working Groups. The SG chairman will report to the Parish Council.

Shrivenham has an allocation of 500 homes to be built to the North of the village and currently an additional 325 homes that have already been given approval on speculative sites elsewhere. The Steering Group will concentrate on the strategic sites and those with outline approval, engaging with those developers and members of the public to ensure that appropriate designs, layout and housing mix is achieved, based on local need and policies within the emerging Neighbourhood plan and Local Plan.

The existing school site has been identified as having the potential for future development. Given its central village location, consideration should be given to this site which may provide much needed accommodation for older people and, perhaps, for adults with learning difficulties, as identified in the 2010 Housing Needs Survey.

This Brownfield site and its potential should be fully explored with the view to its inclusion in Part 2 of the VOWH Local Plan.

All section 106 requests will come from the PC.

S106 monies form part of a legal agreement and can only be used for specific areas. The s106 monies are available for capital projects only and may only be spent on facilities where the new development has, at least in part, contributed to the need for the facilities. It cannot, for example, be used for aesthetic improvements to the High Street or businesses.

The PC has set up a Village Project Working Group (VPWG) to facilitate the implementation of projects already identified and consider other future projects that may be identified and that may qualify for funding from s106 agreements and in the future from the introduction of the CIL.

Both the VPWG and the SG will liaise and share information on this subject.

The PC is not considering the provision of a new community centre but rather to look to improving the existing facilities at the memorial hall.

The Steering Group in liaison with the Parish Council will ensure that the Neighbourhood Plan is supported by an effective on-going programme of communication and consultation with local businesses. The Steering Group will establish to what extent commercial activities in the village are thought by residents to affect the sense of community which characterises the village.

The recent Hindhaugh Transport Assessment, produced for the PC, should be fully utilised along with any additional identified transport needs arising from the development of windfall sites.

The Steering Group should contact neighbouring parishes to explore the possibility of skill sharing.

The PC has engaged the services of DPDS, who should only be contacted with prior approval from the PC.

During the Plan making process, should any issues or areas be identified that have not been previously considered, these should be taken to the PC for guidance.

01/07/16