



WILLAND PARISH COUNCIL

Terms of Reference

Willand Neighbourhood Planning Steering Group

Introduction

1. The Willand Neighbourhood Planning Steering Group has been formed by Willand Parish Council (the Parish Council) to manage the process for and prepare a Neighbourhood Plan for the civil parish of Willand. While the Parish Council is the 'responsible (qualifying) body' for the preparation of the Neighbourhood Plan, the Plan is a document produced and owned by the community as a whole.
2. The Parish Council has delegated the day-to-day work required on the Neighbourhood Plan to the Steering Group which will, in turn, provide regular updates to the Parish Council.
3. Key decisions during the process, for example, the approval of the publication of a draft Plan for formal "pre-submission" (Regulation 14) consultation and approval of the "submission" (Regulation 16) version of the Plan and other required associated documents, should be made by the Parish Council.

Responsibilities

4. The Steering Group is an advisory body and as such will make recommendations to the Parish Council. The Group will undertake the following, subject to the approval of the Parish Council:
5. Prepare and implement a programme for producing the Neighbourhood Plan;
6. Work with officers from Mid-Devon District Council to ensure that the Plan is in general conformity with the strategic policies in the adopted Local Plan and is in line with national planning policies;
7. Ensure that all members of the community and other relevant bodies are fully involved in the process through community consultation and that all relevant information is published on the Parish Council's website;
8. Obtain evidence required to support the policies to be developed for inclusion in the Neighbourhood Plan;
9. Prepare a Sustainability Appraisal and / or Strategic Environmental Assessment and /or Habitats Regulation Assessment if appropriate;
10. Prepare a draft Neighbourhood Plan with any revisions following public consultation.
11. The Steering Group shall not incur expenditure without prior authority or approved delegation as appropriate from the Parish Council.

12. It is the responsibility of both the Steering Group and the Parish Council to ensure that proper links are maintained between the Steering Group and Parish Council. Regular updates on progress of the Neighbourhood Plan work should be provided to the Parish Council.

Membership

13. The Steering Group will consist of Members (Councillors) from the Parish Council together with several co-opted members from the community.
14. A member of the Steering Group will act as Coordinator for the process. S/he will act as the Chair of the Steering Group and coordinate the work of the various working groups. Other duties and responsibilities will be agreed by members of the Steering Group in the early stages of Plan preparation, including someone to administer administrative tasks such as taking notes of key points and actions at Steering Group meetings, organising meetings and liaising with the Chair to distribute meeting agendas, etc.
15. Parish Councillors must observe any Code of Conduct adopted by the Parish Council when they are acting as members of the Steering Group. This will include declaring interests in agenda items. Members of the community who are not bound by this Code of Conduct should operate within the spirit of the Code.
16. Members of the Steering Group must be willing to work together for the benefit of their community. They must treat other members with respect and dignity and be prepared to consider views that are different from their own.
17. The list of members (May 2023) is as follows.
- Stephen Little, Lisa Mastrolacasa - Parish Councillors
 - Barbara Bodkin, Jason Scott, Kate Taylor, Frances Wilcox - residents
18. The Steering Group has appointed the following members to the following roles
- Convenor Stephen Little
- Communications / Secretary TBC
- Project Planning ALL
19. The Steering Group wants to encourage involvement by members of the community and so membership will be flexible, allowing additional members to be involved as numbers and practical management of the meetings permit.
20. The Steering Group may invite other individuals to join working groups or teams to undertake various tasks or projects forming part of the Neighbourhood Plan process. The working groups or teams will report to the Steering Group.

Meetings

21. The Steering Group will arrange its own meeting schedule.
22. Meetings can take place face-to-face or online, subject to any restrictions in place in relation to coronavirus.

23. Full Steering Group meetings may be informal in nature, and take place either on ZOOM or when circumstances allow may be in people's homes. In order sensibly to manage numbers attending they will be open for members of the public to attend by prior arrangement.
24. The Steering Group may invite individuals or organisations to attend meetings to give advice on any relevant topic.
25. Notes of meetings will be recorded and published on the Parish Council website.
26. Working Groups will arrange their own meeting schedules and will keep notes of meetings.

Declarations of Interest

27. Steering Group members should declare an interest where decisions or recommendations could result in potential advantage or disadvantage, whether financial or otherwise, to them, their family or close associates. These will be recorded in the notes of the meeting and made public.

Reviewing the Terms of Reference

28. The Parish Council will be responsible for agreeing these Terms of Reference and any relevant amendments to them. The Terms of Reference may be reviewed periodically to ensure that they remain fit for purpose.

Version 2, May 2023

Willand Parish Council

Agreed / approved on 11 May 2023 at the Parish Council meeting Minute 1105/11 and 1105/21