

Terms of Reference of the Neighbourhood Plan Steering Group

Objectives of the Steering Group

To facilitate the process of achieving an adopted Neighbourhood Development Plan for the future development and sustainability of the Parish of Kinver.

To develop the Neighbourhood Plan through consultation with the local community and with due consideration for the needs of all residents and businesses in the area, now and in the future.

To ensure that the Neighbourhood Plan is supported by evidence and complies with relevant existing plans.

Roles and Responsibilities

Kinver Parish Council is the qualifying body for the preparation of a Neighbourhood Development Plan for Kinver parish. The Parish Council has granted delegated authority in exercise of all relevant plan-making functions to the Kinver Neighbourhood Planning Steering Group.

The Steering Group will aim to achieve the following goals :

- Manage and co-ordinate the production of a draft Neighbourhood Plan through to submission for Examination.
- Manage the decision making process in an open, transparent and accessible way, and in consultation with the local community.
- Manage the gathering of evidence to support development of Plan policies.
- Ensure the Plan and the development process comply with legislative requirements and the Local Plan.

Membership & Governance

Membership of the Steering Group will comprise of Parish Councillors and volunteers drawn from the local community. 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 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 shall aim to meet once per calendar month, or as may be required, with notice being given prior to a meeting taking place.

Members of the Steering Group will debate the issues and policies inherent in the production of the Plan in consultation with the community.

The Steering Group shall appoint Sub Groups to operate on its behalf. Members with

particular expertise in certain areas will head up specific projects / policies. Involvement in the Sub Groups shall include at least one member of the Steering Group, and shall be drawn from Parish Councillors and volunteers in the community that live, operate a business, or hold a specific interest in the Parish of Kinver and have expressed an interest in taking part.

Members of the Steering Group or sub groups will be expected to exercise balanced consideration for the needs of all aspects of the local community. The Steering Group and sub groups shall not be affiliated to any political party.

Declarations of Interest will be dealt with as per the Parish Council's Standing Orders, in that anyone who has a pecuniary interest in the policy/project under discussion will be asked to declare it, and if deemed necessary will not take part in that discussion. This may include membership of an organisation, ownership of land or a business, or any other matter that may be considered to be relevant. Such declarations shall be recorded and be publicly available

When required, or if a member is not willing or able to continue as a member of the Steering Group, members can be replaced; and additional members may be invited to attend to further a project or policy.

Members may be excluded from the Steering Group or Sub Group for conduct and behaviour that is disruptive and does not promote the aims and objectives of the Steering Group or Sub Group. Exclusion of members will be by a majority vote of the Steering Group.

Reporting and Feedback

The community will be encouraged to share knowledge and views, and contribute to development of the Neighbourhood Plan, by a managed process of public consultation and involvement.

All meetings, minutes and notices will be in the public domain and will be posted on the Neighbourhood Planning website and Public Notice Boards, copies will be kept by the Parish Clerk for public inspection. Minutes of Steering Group Meetings will be made publicly available within fourteen days of the meeting.

The Steering Group will report monthly to the Parish Council . The Parish Council will approve the Submission Draft Neighbourhood Development Plan prior to publication for consultation and independent examination.

Resources and Finance

Grant funding and technical support from MHCLG for development of the Neighbourhood Plan will be applied for. Other funding streams will be investigated.

Mentoring and guidance will be sought from Officers at South Staffordshire District Council to ensure that we achieve the best possible outcome for the Parish will also be sought.

Subsequent resources required will be determined by the Steering Group.

The Parish Council will oversee the expenditure and programme of work as advised by the Steering Group.

Organisations and businesses may assist in the production of the Neighbourhood Plan and may contribute to the cost of producing it. Details of any donations or assistance must be made publicly available and must not influence the recommendations of the plan.

Monitoring & Review

Monitoring of the plan will be ongoing, with regular reports from the Steering Group, and progress will be monitored by the Parish Council.