

## **KELSALE-CUM-CARLTON NEIGHBOURHOOD PLAN STEERING GROUP**

### **Constitution**

**The Neighbourhood Plan will provide all the policies necessary to deliver fulfilment of the Vision**

#### **1. Background**

It is now possible for parishes to create a Neighbourhood Plan which will carry much greater weight with the local authority, when planning applications are made, than ever before.

Kelsale-cum-Carlton Parish Council determined that it intended to produce a Neighbourhood Plan for the Parish. An Open Public meeting was held and it was agreed a Neighbourhood Plan Steering Group would be formed to oversee the process of preparing a Neighbourhood Plan for the parish of Kelsale-cum-Carlton.

#### **2. Purpose and Mission Statement**

The purpose of the Neighbourhood Plan Steering Group is to take forward the development of the Neighbourhood Plan from the initial stages of evidence, information gathering and analysis to the development of a final Plan with key priorities and Policies that will:

“Preserve and enhance the quality of life, environmental and heritage attributes, and economic growth of the neighbourhood and ensure the infrastructure is in place to create a sustainable and socially inclusive community for future generations through the empowerment of local people”

“The Neighbourhood Plan Steering Group will determine the area and the scope of the policies contained within the Plan”

The process will be:

- Inclusive – offering the opportunity to participate for everyone who lives or works in Kelsale-cum-Carlton.
- Comprehensive – identifying key issues in Kelsale-cum-Carlton for which we need to plan for the future.
- Supported – where there is a need for professional support to complete the process.

#### **3. Tasks**

The Neighbourhood Plan Steering Group, along with any technical advisers it chooses to use, is responsible for the following tasks:

1. Prepare and review a process for achieving production of a draft and final Neighbourhood Plan.
2. Promoting engagement by the community with the development of the Neighbourhood Plan from draft to final submission; through advertisement, the press, the Parish web site and targeted consultation sessions as appropriate.
3. Organise meetings and appoint sub-groups to gather views and consult on ideas
4. Continue to liaise with businesses, organisations, land owners, Community Groups and other parties relevant to the completion of the plan.
5. Collating and interpreting data and evidence to inform the development of the draft Plan, local Parish policies and site allocations.

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

7. Keep the Parish Council fully informed of progress and, where appropriate, present Neighbourhood Plan Steering Group meeting minutes.

#### **4. Membership of the Neighbourhood Plan Steering Group and Quorum**

i. Membership of the Neighbourhood Plan Steering Group shall comprise no less than 6 members. Additional members can be co-opted if required.

ii. The Group shall review its membership as and when required.

iii. The Group will contain a minimum of 3 Parish Council representatives.

iv. The Group shall be quorate when 5 members are present.

#### **5. Chairman of the Neighbourhood Plan Steering Group**

i. The Group shall elect a Chair and Vice Chair from their number.

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

#### **6. Officers and Clerking Arrangements for the Neighbourhood Plan Steering Group**

i. The retained, non-voting, administrator shall be the Parish Clerk.

ii. Other officers will be appointed as required (such as Working Group Managers and Communications Officer/s).

iii. The Parish Clerk shall ensure that appropriate clerking arrangements are in hand for Neighbourhood Plan Steering Group meetings.

iv. Notice and associated papers shall normally be despatched three clear days before the date of the meeting. E-mail will be used where possible.

v. The Neighbourhood Plan Steering Group shall keep Minutes or notes of proceedings which will be recorded and open to public scrutiny.

#### **7. Frequency, Timing and Procedure of Meetings for the Neighbourhood Plan Steering Group**

i. The Neighbourhood Plan Steering Group shall aim to meet monthly and not less than 10 times per year.

ii. Any changes to the Neighbourhood Plan Steering Group Terms of Reference shall be reviewed by the Parish Council.

#### **8. Secretarial Arrangements for any appointed Working Groups**

i. Working Groups will be set up through the Neighbourhood Plan Steering Group as necessary to look at specific topics and policies. Notes of any Working Group meetings held will be provided to the Steering Group.

## **9. Code of Conduct**

- i. Members of the Neighbourhood Plan Steering Group will not attempt to use their position to improperly to confer on or secure for themselves or any other person, an advantage or disadvantage.
- ii. Members of the Neighbourhood Plan Steering Group will disclose/declare any interest of theirs; their spouse or civil partners, or person they are living with as husband and wife or civil partners; in matters discussed.

Adopted on:

Signed:

Chairman