



NEIGHBOURHOOD PLAN STEERING GROUP TERMS OF REFERENCE

1. Background

Drayton Parish Council resolved on 6 August 2012 to prepare a Neighbourhood Development Plan (NDP) for Drayton in accordance with the Localism Act 2011 and relevant Regulations. Whilst the Parish Council will oversee and be responsible for the preparation of the NDP, the management has been delegated to a Steering Group, the original and constituent members of which are members of the Drayton Community Trust. An awareness-raising publicity drive was organised in August 2012 (including a special supplement in the Drayton Chronicle), with a public launch at a public meeting in September 2012. *The area for the plan is defined as the Drayton Parish boundary, as approved by Vale of White Horse District Council following a public consultation in October 2012.(tbc)*

Drayton2020 is formally constituted as a Working Group of the Parish Council's Planning Committee

2. Purpose and Mission Statement

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

"increase the cohesion and sustainability of Drayton 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 Drayton
- comprehensive – identifying all the important aspects of life in Drayton for which we need to plan for the future
- positive – bringing forward proposals which will improve the quality of life in Drayton.

3. Tasks

The Steering Group will:

- 3.1 Prepare an outline process for producing the Neighbourhood Plan.
- 3.2 Promote the process of preparing the Neighbourhood Plan to encourage participation and the submission of views and ideas.
- 3.3 Organise meetings and appoint sub-groups to gather views and consult on ideas.
- 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 Parish Council and the Parish Council's Planning Committee fully informed of progress and via monthly reports to the Parish Council through a standing agenda item. The Steering Group will carry out instructions received from the Parish Council.
- 3.8 Formulate the draft Neighbourhood Plan 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 Drayton's Neighbourhood Plan is consistent with the developing VWHDC's Local Plan and 5- year housing supply targets.
- 3.9 Submit the draft Neighbourhood Plan to the Parish Council for its approval by or before 31st January 2014. The Neighbourhood Plan, once accepted by the Parish Council, will be subject to a Parish Referendum requiring a minimum 50% vote in favour to be adopted by Drayton.

4. Membership and Quorum

- 4.1 Membership of the Steering Group shall comprise no less than five and no more than eight voting members who must all be either resident or in regular employment in the parish.
- 4.2 The Steering Group may co-opt up to two additional non-voting members, not including the Parish Clerk who shall take minutes at the meetings or appoint a substitute for this purpose.
- 4.3 The membership of the Steering Group 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 Steering Group.
- 4.4 The Steering Group shall review its membership from time to time.
- 4.5 The Steering Group membership shall include at least one Parish Councillor who shall be responsible for making the report of the Steering Group to the Parish Council's monthly meeting.
- 4.6 The Steering Group shall be quorate with one half of its voting members, subject to a minimum quorate of three.

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

5. Chairman, Officers and Clerking Arrangements

- 5.1 The Steering Group shall elect a Chairman and 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 Steering Group shall elect a Publicity Officer who will act as spokesperson for Drayton2020.
- 5.4 Non-voting, advisory officers shall be the Parish Clerk, and any Planning or other Consultants or experts co-opted or engaged by the Steering Group (with the approval of the Parish Council).
- 5.5 The Parish Clerk shall ensure that appropriate clerking arrangements are in hand for Steering Group meetings and that Agendas, Papers and Minutes are properly prepared, distributed and publicised (including to members of the Planning Committee of the Parish Council).
- 5.6 The Agenda shall normally be despatched to members three clear days before the date of the meeting by e-mail.
- 5.7 The Steering Group shall keep Minutes of its meetings and shall cause the Minutes to be recorded and open to public scrutiny via public noticeboards and on a public website.
- 5.8 Members of the Steering Group shall agree to be bound by the Seven Principles of Public Life ("The Nolan Principles) which are: Selflessness; Integrity Objectivity Accountability Honesty Leadership (see Appendix for definitions).
- 5.9 The Steering Group and all its proceedings and communications (including Drayton2020 emails in whatever system) shall be subject to the provisions of the Data Protection Act and the Freedom of Information Act.

6. Finance

6.1 The Steering Group's work will be financed by grants made through and by the Parish Council, which can include any additional funds or grants which can be raised for Drayton2020 by the Drayton Community Trust.

6.2 Receipts and Payments will be administered through the Parish Council's bank account, with a budget prepared by the Steering Group and formulated as a project account under the Parish Council's Planning Committee.

6.3 The Drayton2020 Project account will be audited as part of the Parish Council's internal and external audit procedures.

6.4 The Parish Clerk shall keep the Parish Council's Finance Committee informed of on-going budgetary requirements for Drayton2020.

6.5 Powers Delegated to the Parish Clerk by the Parish Council: The Parish Clerk may give approval of expenditure of up to £500 relating to any matter within the Steering Group's delegated responsibilities.

6.6 The Steering Group shall produce a budget for the preparation of the Plan and estimates of when payments are likely to be made.

6.7 Orders for goods and services, and contracts issued for work on the Drayton Neighbourhood Plan must comply with Drayton Parish Council's Financial Regulations as then in force. The Clerk or another officer appointed by the Parish Council for this purpose 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 Steering Group shall meet normally on a monthly basis and not less than ten times a year.

7.2 Meetings shall normally be held at 7pm on a Friday in the Caudwell Day Centre

7.3 Meetings shall be open to the public to observe proceedings

7.4 All meetings shall include the opportunity for public participation.

7.5 Any changes to Steering Group Terms of Reference shall require Parish Council approval.

7.6 The meetings shall be conducted in accordance with set procedure to be determined and agreed by the Steering Group.

Agreed at the Drayton2020 Steering Group Meeting held on Friday 28th September and at the parish Council Meeting held on Monday 1st October 2012

Appendix: The Seven Principles of Public Life

The Seven Principles of Public Life, known as the Nolan Principles, were defined by the [Committee for Standards in Public Life](#). They are:

- **Selflessness:** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
- **Integrity:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- **Objectivity:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.
- **Honesty:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership** Holders of public office should promote and support these principles by leadership and example.