

Terms of Reference for Edington Neighbourhood Development Plan Steering Group

Edington Neighbourhood Development Plan Steering Group (SG)

Established at Meeting of Edington Parish Council (the PC) on the2019

A. Preamble

Edington is designated as Small Village in the Wiltshire Core Strategy and these ToR recognise that the SG will be closely monitored by the Parish Council.

B. Membership

- Chairman: Mr John Richardson
- Other Members: The Chairman (and members) of the Sub Groups: -

Housing

Environment including Footpaths

Business Development and Employment

Amenities, Facilities and Social Wellbeing

Highways, Traffic and Transport

(It is understood that membership of the sub groups may change from time to time)

- Parish Councillor (for liaison with the PC) currently Mrs Liz Pike
- Such others who may be called from time to time for specific tasks e.g. publicity

C. Role of the Steering Group

- To manage the Sub Groups and any issues that may arise from their deliberations (although much of their work has been incorporated in the Edington 2030 Development Plan – created as a precursor to the proposed Neighbourhood Plan)
- To report to the PC verbally at its regular monthly meetings and to provide a written report on completion of each of the Sub Groups findings (this may simply be an updating of the recommendations contained in Edington 2030)
- To organise any Questionnaires/Surveys/Public Consultations and other matters as may be necessary to further the objectives of the proposed Neighbourhood Plan
- The Chairman will have overall control of the process and be able to call in such administrative and secretarial help as may be required from time to time having sought and obtained any necessary funding from the PC
- To draft at the appropriate time the Pre- Submission report and any subsequent Submission report and submit the same to the PC for approval and onward transmission to Wiltshire Council

D. Decision Making

- The SG is an advising group to the PC which will make any final decisions as may be necessary. Apart from the Parish Councillor the PC does not wish to control the deliberations of the SG but is anxious that it be able to consider a full range of views from residents and businesses in the Parish to ensure that the Pre- Submission Report represents a settled view as far as possible of what the community would wish to see in the ENDP
- At any meeting of the SG the Chairman in consultation with the Parish Councillor will have the casting vote as may be necessary

E. Financial Issues

- The SG will not have its own Bank a/c
- The PC will ring fence the sum of £2000 from reserves together with any grants that may be received for the ENDP
- The SG will request from the PC such funds as may be required for the development of the ENDP

F. Conflicts of Interest

- SG members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company/organisation arising from the decisions or recommendations of the SG

G. Data protection

- Overall Data Control will be by the PC
- The SG will in the course for its deliberations ascertain the extent to which any contributor has given any relevant Data and the way in which it may or may not be used
- The SG will provide the PC with details of all consultees

H. Freedom of Information Act/Environmental Information Regulations

- Transparency in decision making at all stages of the ENDP processes is essential
- The PC expects that any material that is used (either positively or negatively) or collected for the ENDP (in particular consultation material) will be available for public inspection in accordance with the Freedom of Information Act/Environmental Information Regulations
- The PC will put all relevant information on the Parish Website and all documents will be available for inspection in accordance with its statutory obligations

I. Steering Group Review

- The PC, having overall control of the ENDP process, will review the work of the SG from time to time and make any necessary changes or additions to these ToR.