

Heywood Neighbourhood Plan

Neighbourhood Plan Steering Group

Terms of Reference

1. Purpose

The purpose of the Steering Group is to manage the production of a Neighbourhood Plan for the parish of Heywood, Wiltshire, within the terms of the Localism Act 2011.

2. Accountability

- a. The Steering Group will report regularly to the Parish Council.
- b. All decisions made by the Steering Group must be passed by resolution of the full Parish Council at an ordinary Council meeting.
- c. The draft final Neighbourhood Plan will be submitted to the Parish Council for approval before onward submission to Wiltshire Council.
- d. The Steering Group will undertake consultation events with residents, businesses and organisations in the Parish during the production of the Neighbourhood Plan, as it deems appropriate.

3. Geographical Area

The Neighbourhood Plan will cover the Heywood Neighbourhood Area as designated on 8 December 2016, under section 61G of the Town and Country Planning Act 1990 as amended for the purposes of Neighbourhood Planning.

4. Objectives

- a. To produce a Neighbourhood Plan for the future of Heywood Neighbourhood Area, which reflects the aspirations of the residents of the Area and accords with the policies expressed by Wiltshire Core Strategy.
- b. To engage with the local community as both individuals and in groups, whether locality- or interest-based, in debate about the key local economic, social and environmental issues.
- c. To record the procedure and participants therein by which the Neighbourhood Plan is produced, to ensure that it is based on sound and objective evidence.

5. Method of Working

- a. The Chair will produce an agenda for each meeting of the Steering Group, including requested items from members of the Group.
- b. The Secretary will take notes recording decisions reached and those responsible to take actions. These notes will be available within 14 days of the date of the meeting.
- c. Notes and notices will be published on the Heywood Parish Council website.
- d. The Steering Group and its members will undertake consultations and discussions with individual stakeholders and groups as appropriate.
- d. The Steering Group may set up subgroups to examine particular topics, who will report back to the Group.

- f. The Steering Group will make decisions by majority vote. In the event of a tie, the Chairman will have an additional casting vote.
- g. The business discussed at a meeting of the NPSG is of a confidential nature and the meeting will therefore not be open to the general public.
- h. Meetings of the full Steering Group will be held at least every 2 months, or as and when required.

6. Constitution

- a. The Steering Group will initially consist of 12 members, made up of 6 Parish Councillors and 6 co-opted members.
Members will be sought to represent areas in the Parish or having specific skills or knowledge. A member who wishes to resign must notify the Chairman in writing.
- b. The quorum will be 3 members, although this may be amended if the NPSG increases in membership.
- c. Any changes to the Constitution or Terms of Reference must be approved by two thirds (2/3) of the voting members at a meeting.
- d. The Constitution, Terms of Reference and recommendations of the NPSG must be approved by a meeting of the full Parish Council.

7. Finance

- a. Heywood Parish Council will apply for a grant from Locality to cover the costs of the production of the Neighbourhood Plan in accordance with current regulations. In addition, other sources of funding will be investigated.
- b. NPSG will hold a Petty Cash balance on an imprest basis for day to day expenses, issued by the Parish Council.
- c. NPSG will produce a budget to control expenditure.
- c. NPSG will maintain a clear record of expenditure and income with supporting documents.
- d. Members may claim expenses for reasonable and necessary expenditure on the business of the NPSG; if possible, an estimate should be submitted to the Group and approved before incurring the cost.
- e. If the NPSG ceases to function, all funds will revert to the Parish Council.

Approved by Heywood Parish Council
at the meeting on 9 April 2018.

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