

## **Newbury's Neighbourhood Development Plan Steering Group Terms of Reference**

**Name: NEWBURY'S NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP (Newbury's NDP SG)**

**Governance:** The Planning and Highways Committee (P&H) of Newbury Town Council (NTC) will set up Newbury's Neighbourhood Development Plan (NDP) Steering Group (SG). P&H will also determine when the Steering group may be discontinued.

**Purpose:** To deliver a draft neighbourhood Development Plan for consideration by P&H

**Members: 6 Councillors, to be appointed by P&H  
6 Members of the Public, to be invited by NTC**

The SG membership will be a cross-section of the Newbury community and will include 6 Newbury Town Councillors and 6 volunteers from the Newbury community.

The SG may recruit additional members if considered necessary.

If a member of the SG fails to attend 3 consecutive meetings without sending prior apologies, the member will be deemed to have resigned from the SG, unless otherwise agreed by the SG. Any member may resign from the SG provided they give written notice of their resignation to the Chairperson.

### **Steering Group Roles:**

Chairperson and Deputy-Chairperson –

The Chairperson and Deputy-Chairperson can be any member of the Steering Group, elected to the position by the Steering Group.

The Chairperson's principal duties are to oversee the smooth running of meetings.

Should the Chairperson be unable to attend any meeting of the SG, the Deputy-Chairperson will chair the meeting.

The Chairperson will:

- Be consulted by the project manager on any reports coming from the SG.
- undertake their duties in a transparent and fair manner, ensuring that all views can be expressed at SG meetings
- ensure that these Terms of Reference are met

- Secretary – Responsible for the production of minutes and agendas for the SG and TSGs and maintaining the register of members attendance.
- Project Manager – Responsible for the day-to-day operations of the SG, filling out the project timeline/plan, and ensuring that the NDP keeps to this plan. They will be responsible for the production of updates and reports that will be presented to the Planning & Highways Committee, as well as NTC's Full Council meetings. These reports will detail the progress being made and how risks and hurdles are being managed.

### **Quorum:**

6 of the official group membership, including at least 3 Councillors and 3 non-Councillors.

### **Goals:**

To oversee the process whereby the Newbury NDP is drafted and consulted upon.

The draft NDP prepared by the SG will be considered by the P&H Committee, then go for approval from the full Council of NTC, before being submitted to a referendum.

The SG will aim to ensure that the NDP represents the views of the Newbury community, whilst complying with the Regulations in the National Planning Policy Framework and the Local Planning Authorities (Emerging) Local Plan.

### **Tasks and Deliverables:**

The SG will:

- deliver the overall scope and objectives of the NDP as agreed by P&H
- oversee all stages of the NDP's production
- manage the process of preparing and monitoring the draft plan
- consult the Newbury community to as great an extent as possible, seeking contributions from all demographics and communities
- communicate with the Local Planning Authority (West Berkshire Council) in the manner detailed in the Service Level Agreement
- communicate and engage with key stakeholders to seek to negotiate policies and outcomes that are fit for purpose and are best representative of the Newbury community
- oversee the consultation process

- form Topic Sub-Groups (TSGs) whose purpose is to make progress on individual policies, as determined by the SG
- oversee and agree the scope, quality, and coverage of the evidence prepared by each TSG, and make recommendations or amendments to these TSG as appropriate
- Present the draft Plan for consideration by the Council's P&H committee (P&H will review the draft plan and make any recommendations to Full Council that the committee considers appropriate. The draft plan must be approved by Newbury Town Council before going to referendum).

The TSGs will:

- elect a Chairperson and Deputy-Chairperson at their first meeting,
- manage the process of preparing and collecting planning evidence in support of the topic,
- consult with the Newbury community to as great an extent as possible, seeking contributions from all relevant demographics and communities when identifying problems and considering options,
- regularly report back to the SG about their progress and accept recommendations about the TSGs direction and rate of progress

### **Declaration of Interests:**

All members of the SG will agree to declare any pecuniary, non-pecuniary, or personal interests that may be perceived as being relevant to any decision of the SG

- 'interests' include public issues that individuals have championed in the past, work or social commitments to a group or issue, ownership of land or a business that is connected with the NDP, or any other matter that might be considered relevant
- Such interests shall be recorded and made publicly available.

### **Conduct:**

All members of the SG and all TSGs will agree to the following:

- that members will seek to put the interest of the Newbury Community before their own,
- that members will fairly represent all sectors of the Newbury community,
- agree to be bound by the Seven Principles of Public Life (the 'Nolan Principles'),
  - o These are: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership.
- that members will register their apologies and an explanation as to their non-attendance of any scheduled meetings wherever possible,

- that members will participate fully, constructively, and complete any agreed tasks between meetings,
- that members will maintain the good reputation of the Newbury NDP SG and NTC,
- that members will treat all staff and other members respectfully,
- that members will not communicate with the press or via social media about the NDP in their role as members of the SG without prior agreement of the Chairperson of the SG and the NTC CEO.
- that the secretary of the SG and TSGs will also produce agendas (with associated papers) 5 days before the meeting and minutes of their meetings in accordance with NTC's administrative guidelines and the Standing Orders. These will be circulated to all members of the SG and TSG and copied to the Town Council.
- And that members will read the papers and being prepared for meetings

### **Resources and Budget:**

Uses NTC meeting rooms, administration resources, and Officer time as approved by the P&H Committee.

The NDP SG has authority to expend any budget allocated to it by P&H. Such expenditure will be carried out in accordance with NTC Financial regulations.

NTC will administer all funding and payments according to its financial regulations.

### **Finance:**

All grants and funding will be applied for and held by the NTC. These funds are earmarked for NDP related expenditure only.

### **SG Governance:**

Proposals by members are decided through majority vote, with the Chairperson issuing a casting vote if necessary.

### **Dissolving the Steering Group:**

Upon the conclusion of the NDP, and the NDPs assent into planning law via a public referendum, NTC and the SG should discuss any future workings of the SG.

NTC reserves the right to dissolve the SG by a resolution of P&H.

**Additional Notes:**

The group will meet as required to efficiently and effectively progress its work.

The WG and TSGs may meet in person, virtually, or via a combination of the two.

Any changes required to this ToR must be approved by the P&H Committee.

30/05/2022