



NEIGHBOURHOOD PLAN STEERING GROUP

TERMS OF REFERENCE

1. Purpose

1.1 Chesham Bois Parish Council is the qualifying body for the preparation of a Neighbourhood Plan for the civil parish area and the Parish Council has granted delegated authority to exercise all relevant plan-making functions to the Chesham Bois Neighbourhood Plan Steering Group. The Steering Group sits as the Project Board for project management and will lead the preparation of the Neighbourhood Development Plan. The Steering Group will guide and agree the content of the Plan and all associated evidence and analysis.

1.2 The Steering Group will:

- provide a locally accountable and representative lead for plan-making;
- agree a project timetable and endeavour to secure compliance;
- agree a project communication, consultation and engagement strategy;
- agree the initial scope of the Plan prior to early public engagement;
- confirm, subject to consultation with the Parish Council, the scope of the Plan following analysis of early and subsequent community engagement;
- approve all background and evidence based reports prior to publication;
- agree all consultation documents prior to publication;
- agree, subject to ratification by the Parish Council, a final submission version of the Chesham Bois Neighbourhood Plan; and
- actively support and promote the preparation of the Chesham Bois Neighbourhood Plan throughout the duration of the project.

1.3 The Steering Group will be established for a time-limited period. The project is intended to run until a Plan has been presented for independent examination. The Steering Group will remain active until the independent examiners report is published.

2. Objective

2.1 The objective of the Steering Group is to produce a sound Neighbourhood Plan for Chesham Bois civil parish that defines the priorities identified by the community taking into account all representations made

during the plan-making process and having regard to all relevant existing plans and evidence. The Plan will include or be supported by an appropriate delivery plan setting out, where relevant, the means by which these policy priorities may be implemented.

3. Membership

3.1 The Steering Group will comprise the following members:

- Chair of Chesham Bois Parish Council as Chair of the Steering Group
- Amersham & Chesham Bois Ward Member
- At least two additional members of Chesham Bois Parish Council; and
- At least two local residents with experience relevant to the development of a Neighbourhood Plan

Additional, substitute or replacement members may be required as well as support from external consultants. Membership and the engagement of consultant support will be proposed to and confirmed by the Parish Council.

Membership of the Steering Group is on a voluntary basis and not remunerated.

4. Reporting and Communication

4.1 The Steering Group is established having full delegated authority from the Parish Council to deliver its plan-making functions up to and including publication of a Preferred Options Consultation Draft Neighbourhood Development Plan. The Group will report to the Parish Council setting out progress on its work. The Parish Council will approve the Submission Draft Neighbourhood Development Plan prior to publication for consultation and independent examination.

4.2 The plan-making process remains in the control of the Parish Council as local authority and qualifying body. All publications, consultation and community engagement exercises will be undertaken by or on behalf of Chesham Bois Parish Council with appropriate recognition of the Parish Council's position given in all communications associated with the project.

5. Meetings

5.1 Steering Group meetings will take place at least monthly as required, in the Parish Council office, online or elsewhere.

5.2 Decisions made by the Steering Group should be by consensus at Steering Group meetings. Where a vote is required each member shall have one vote. A minimum of three members shall be present where matters are presented for decisions to be taken and a majority will be required to support any motion.

6. Finance

6.1 Budget responsibilities lie with Chesham Bois Parish Council.

6.2 The Steering group cannot make any financial decisions on behalf of the Parish Council but the Parish Council may delegate authority to the Clerk to approve payments directly relating to the development of the Neighbourhood Plan up to a certain amount.

7. Conduct

7.1 The Steering Group will follow the code of conduct set out by the Nolan Committee on Standards in Public Life.

The Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects collective expectations. The Steering Group will achieve this through applying the following principles:

- Work with mutual trust and respect and combine their expertise;
- Be clear when their individual roles or interests are in conflict; and
- Inform the Steering Group if they are unable to deliver agreed actions.