

Fenny Compton Neighbourhood Plan Steering Group

Terms of Reference

Fenny Compton Parish Council has agreed to draft a Neighbourhood Plan (NP) for the parish. The plan will involve the whole community and a steering group will be formed to oversee the NP's development on the parish council's behalf.

What is a neighbourhood plan?

Neighbourhood Plans are community led, guiding the future development and conservation of an area, in this case, Fenny Compton Parish. It will include a number of policies or proposals for:

- Improving the area as a place to live and work
- Provision of new facilities
- Allocation of key sites for development.

It may deal with a wide range of social, economic and environmental issues, eg housing, employment, heritage and transport, as decided by the community through surveys and consultation. Once adopted, the plan will become part of the district council's development plan and decision makers have a legal requirement to take it into account when determining planning applications.

What is the steering group's main aim?

The steering group's purpose is to oversee the Neighbourhood Plan's preparation for the parish. This includes community consultation and liaison with other interested parties through public meetings, workshops, surveys and contact through village websites, social media and village newsletter articles.

What are the steering group's objectives?

To steer and facilitate the Neighbourhood Plan's production process. The plan will set out policies for the parish's future development and ultimately it is hoped that the community will vote to adopt the plan through a village referendum.

Mission statement

Steering Fenny Compton's development to meet the community's future needs whilst preserving its landscape, heritage and environment.

Membership and governance

The steering group will consist of members of the local community including two parish council representatives. Where appropriate the steering group will expand to include members who will bring a particular skill or relevant experience required to fulfill a particular aspect of the NP, eg to help complete the environmental survey.

The steering group parish council representatives will provide NP progress updates at each parish council meeting.

Further volunteers will assist the steering group in carrying out the tasks required to complete the NP. These tasks may include survey distribution and collection or acting as street champions. Every member of the Fenny Compton community is welcome to volunteer to help with the production of the NP.

The steering group will consult all interested stakeholders allowing them to input into the NP production. These stakeholders include local residents, businesses, community groups and land owners.

What are steering group members' roles and responsibilities?

The steering group will appoint a Chair, Vice Chair and Treasurer. Other roles will be added as required. These are likely to include coordinators for the website and social media, consultations and questionnaires and street champions.

What arrangements are in place for bringing in replacement and/or additional members?

Additional members will be co-opted to replace any members who are unable to continue their involvement and to strengthen the group in respect of particular issues or opportunities identified in the course of the plan preparation.

How will declaration of interests be managed?

Members will be asked to declare any pecuniary interests in particular issues or land as appropriate as a condition of their participation in the plan preparation.

If voting is required, what voting arrangements are in place?

Voting if appropriate will be by show of hands with the chairman having a casting vote as per the parish council's standing orders.

Which decisions will be referred to the parish council?

The parish council will be kept informed via verbal updates from the two steering group members present at parish council meetings. Written notes will be made at each steering group meeting and will be published on the NP website.

How will the steering group share information with the community?

The Steering Group will make all the information regarding the NP available to the community via its:

- Website: www.fennycomptonnp.co.uk and
- Facebook page: Fenny Compton Neighbourhood Plan.

There will also be regular updates in the Compton Chronicle and parish council minutes. Steering group meetings will also be open to members of the public.

Events will be advertised on the NP website and Facebook page, village noticeboards and Compton Chronicle.

The steering group meeting notes and workshop, consultation and survey summaries will be made available via the NP website and will also be available for public inspection via the parish clerk and the steering group chairman.

How will the neighbourhood plan be funded?

Grant funding applications will be made to cover costs incurred in producing the NP. All costs will be approved by the parish council in accordance with its standing orders.

Costs will be incurred through hiring independent specialists to assist with survey response analysis and in drafting policies. The District Council's Consultation and Insight Team will be used to help with the survey design.

How will the plan be monitored?

Plan preparation will be regularly monitored by the parish council through monthly verbal updates and NP steering group meeting notes. Ongoing arrangements for reviewing and monitoring the plan's implementation after adoption will be set out in the NP and responsibility for this rests with the parish council.

Changes to these terms of reference

Should any amendments be required to these terms of reference, the changes should be approved by the parish council.

Steering group dissolution

The steering group will operate for two years or until the adoption of the NP, whichever is the sooner.

Upon the steering group's dissolution, any remaining resources will be passed to parish council.

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