

Ashton Keynes Neighbourhood Plan Steering Group

Terms of Reference

The Steering Group brings together a wide range of representatives of Ashton Keynes. Officers from Wiltshire Council will assist the Steering Group but will not be full members. The main role of the Steering Group is to manage the production of a Neighbourhood Plan for Ashton Keynes, as set out in Appendix 1.

The community as a whole will be fully involved in the process through community consultation events and be informed of the Steering Group's work through the publication of the agenda minutes of meetings on the Ashton Keynes Neighbourhood website. Additionally progress summaries will be placed periodically in the Ashton Keynes Newsletter.

The Steering Group will be governed by an agreement to:

- Update/develop and agree a vision for the area's future which represents the aspirations of residents, against which future decisions and recommendations can be made.
- Collect and evaluate (either directly or with the aid of advisors), accurate information which will identify the priorities for future proposals and plans for the area, with specific focus on:
 - (i) Identifying any local policy to compliment that provided by the emerging Wiltshire Core Strategy and;
 - (ii) Identifying any non-strategic sites for allocation to ensure adequate and appropriate housing and development land is available within the area for the plan period up to 2026.
- During preparation of the plan inform decisions that are made on development proposals that may come forward.

Steering Group Membership - Organisations and representatives

| Organisation | Name of Representatives |
|--|------------------------------|
| Parish Council - Chairman | Dave Wingrove |
| Malmesbury Community Area Councillor | Chuck Berry |
| Parish Council – Project Coordinator | Malcolm Carter |
| Parish Council – Assistant Project Coordinator | Alex Tindall |
| Wiltshire Council Spatial Planning | Georgina Clampitt-Dix |
| Ashton Keynes Housing and Development | Terry Klee |
| Ashton Keynes Amenities | Kevin Winstone |
| Ashton Keynes Infrastructure and Services | Malcolm Carter |
| Ashton Keynes Environment | Dave Wingrove |
| Ashton Keynes Historic Conservation | David Moss |
| Ashton Keynes Economy | Malcolm Carter |

Membership of Individual Organisations

As far as possible membership from any single organisation should be generally restricted to one as additional representation may affect the balance of interests in the group.

Members of the Steering Group should have the authority of the organisation they represent to represent the interests of that organisation. If a Steering Group Member is a member of more than one organisation they should declare their wider interest.

Current scope of work

Future phases of work will need to be identified as the project develops. Initial phases are outlined below:

Scoping Phase

- Formalisation of the Steering Group
- Initial research
- Defining the project scope
- Preparation of up to date vision
- Identify issues and opportunities
- Identify possible development sites which may need to be subject to more detailed analysis
- Finalisation of a detailed project plan

Delivery

- Future work will be determined by the Steering Group following the completion of the scoping phase and agreement of the detailed project plan.

All Steering Group members are required to familiarise themselves with the original brief for the work and should ensure that their recommendations with regards to this piece of work are compliant with that brief.

Mandate

The decisions made by the Steering Group will undoubtedly require compromise and consensus building; consequently members should ensure they are:

1. Able¹ and willing to make decisions and recommendations on behalf of their body/organisation
2. Committed to helping to guide the preparation of the Neighbourhood Development Plan towards the identification and delivery of a shared vision
3. Willing to work with the Steering Group, accommodating views that are different from their own, seeking consensus and accepting compromise to reach agreement on the issues before the Steering Group.
4. Open minded and able to consider the whole picture, not seeking simply to promote sectional interests
5. Supportive and committed to the process and its implementation

In the interests of openness and transparency, notes and actions from all meetings to be made available on the Ashton Keynes Neighbourhood website. Additionally progress summaries will be placed periodically in the Ashton Keynes Newsletter

¹ Members should be empowered by the body/organisation they represent to make decisions on their behalf.

Working Groups

Where appropriate the Steering Group may wish to establish focus-groups to drive discrete projects that would be responsible to report back to each Steering Group meeting. Working groups can only be established with agreement of the Steering Group.

Responsibilities of Steering Group members:

- Commit to the development of the plan and attendance at all meetings. In the event that attendance is not possible, representations or comments will be accepted via email. This should be submitted to the group no less than 3 days prior to the date of a meeting. Substitutes will be considered at the discretion of the Steering Group.
- Consider progress reports and work undertaken and agree appropriate course of action
- Agree community engagement and public consultation at appropriate stages to ensure that the information gathered is representative of those living within the area
- Undertake analysis, interpretation and reporting of the results from inclusive community engagement and public consultation activities and ensuring that they inform decision-making (either directly, or with the aid of consultants)
- Ensure that any planning related documentation complies with Wiltshire Councils policies and is appropriate for adoption
- Provide information in the form of evidence to Wiltshire Council's Spatial Planning Department to influence the development of Core Strategy Policy relating to the area/ or to be consistent with any strategic policy once the Core Strategy is adopted
- Ensure consultation with and co-operation from key stakeholders to ensure the deliverability of project and strategy proposals
- Promote the appropriate development of the area in accordance with the updated Vision and completed plan.
- The Steering Group can co-opt additional members to discuss particular issues where necessary or join the Steering Group if required
- Agree additional Steering Group membership if required

Relationship with Area Board

Although the Area Board has no formal role in relation to developing Neighbourhood Plans there is a formal representative from the Area Board on the Steering Group. It is important that any work of the Steering Group does not unnecessarily duplicate any existing or ongoing work (such as developing Community Plans). Wherever possible the Steering Group will work to ensure any Community Planning work informs the development of the Neighbourhood Plan and that opportunity for joint working is maximised.

Commitment from Wiltshire Council Officers

Wiltshire Council will be performing an advisory role and should seek to ensure that all recommendations or outcomes of this process are in compliance with current policies and/or strategies, and are used to inform the future development of policies, strategies or direct implementation of work. An Officer from Spatial Planning (Directorate for Economy and Enterprise) will act as advisor and single point of contact for the authority. Responsibilities include:

- Responding to requests for information within agreed timescales.
- Proactively suggesting options and opportunities to overcome barriers to delivery.
- Bring in expertise as required from across the Council and other bodies/organisations to enable delivery.
- Assist with managing the programme to maximise value for money and access to available funding.

Steering Group Meetings

The Steering Group will meet at key stages in the development of the Neighbourhood Development Plan.

The Steering Group members will be sent an agenda paper for meetings at least 3 days prior to the meeting, which will be published on the Ashton Keynes Neighbourhood website.

Any documents which are to be considered prior to a meeting should be received at least 3 working days prior to a meeting via email.

Notes of all meetings will be recorded and kept on file for reference, draft notes of meetings will be circulated following each meeting after clearance by the Chairman.

Decision Making

All members of the Steering Group with the exception of Wiltshire Council Employees have an equal vote in decision making for the purpose of steering the project. However key stages in the preparation of the plan will be in the form of recommendations to Ashton Keynes Parish Council. Decisions on key stages of the Neighbourhood Plan process will be determined by those that need to be formally ratified by the Parish Council and minuted in line with legislation.

Steering Group members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company / organisation arising from the recommendations of the Neighbourhood Development Plan process.

The Steering Group will seek to reach decisions by consensus where possible. Where a consensus cannot be reached it can be referred to a Parish Council meeting for consideration. Ashton Keynes Parish Council will be responsible for approving the Terms of Reference of the Steering Group and for any changes that are made, including changes to the membership.

11th December 2015