

TERMS OF REFERENCE

STONEHOUSE TOWN – NEIGHBOURHOOD PLAN WORKING GROUP

PURPOSE

To oversee and co-ordinate the production of a sound Neighbourhood Development Plan covering the parished area of Stonehouse in the Stroud District, as identified in the designated neighbourhood area, working with members of the community and the town council to achieve this aim. The NDP will define the spatial planning policy 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 appropriate evidence and, where relevant, a delivery plan setting out the means by which these policy priorities may be implemented.

MEMBERSHIP

A minimum of 7 members with a quorum of 4 (one town councillor and one resident to be present within the quorum)

REMIT

- Develop a timetable and strategy for undertaking the NDP
- Make recommendations regarding use of the NDP budget. Stonehouse Town Council will retain accountability and control of the budget and requests will be made via the Town Council representatives or Administrator
- Coordinate community consultation activities
- Gather additional evidence about the geographical area covered by the NDP and evidence to test proposed solutions and policies
- The Town Council will approve reports at each step of the process
- Use evidence collection including that from consultations, to prioritise and develop a plan
- Oversee the drafting and finalising of the NDP
- The Town Council will approve the Submission Draft of the NDP prior to publication for consultation and submission to the local authority for independent examination

CONDUCT OF MEETINGS

- An agenda will be prepared and will be emailed to members & posted to the Neighbourhood Plan section of the website 4 days before each meeting.
- The meeting will be conducted by the Chair and in her absence the Vice Chair (in the absence of both the meeting will appoint a deputy).
- A record of the minutes will be kept and will be posted to the Neighbourhood Plan section of the website when agreed.
- Voting shall be by a show of hands, carried by a majority. In the event of a tie the Chair will have a casting vote.
- Members will have regard for the Nolan principles in every decision they make and will make clear any issue which might give rise to a prejudice.

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GOVERNING PRINCIPLES

All members of the working group recognise that, while they may represent a particular group in the community, their role is to move forward the NDP in a way that benefits the whole community and therefore abide by the following principles.

1. A group which is open and transparent and welcomes new membership
2. An inclusive consultation and plan making process
3. Active participation by members
4. Robust evidence gathering
5. Actions based on evidence of consultation

TOR agreed on 11 April 2014