PRESTON BROOK PARISH COUNCIL

Preston Brook Neighbourhood Plan Steering Group

Terms of Reference

Approved by Preston Brook Parish Council on xx/xx/xx

1. Steering Group Objectives

The objective of the Steering Group is to help shape the regeneration and development of Preston Brook, to create a happy, healthy and economically prosperous neighbourhood.

Through the production of a sound Preston Brook Neighbourhood Plan, the Steering Group will define the planning policies that prioritise the needs 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, alongside any other key documents which may relate to the Parish Council's strategic vision.

The plan may also be supported by an appropriate schedule of delivery, setting out, where relevant, the means by which these policy priorities may be implemented.

The Steering Group will meet regularly to:

1) Determine the overall vision, scope and objectives of the plan.

2) Manage the process of preparing the plan and prepare and monitor a project plan and report to the Parish Council all effective progress.

3) Build and maintain links with the Local Planning Authority (Halton Borough Council) and other authorities (e.g. Cheshire Police) to feed into, and help shape, other activities which may influence the future growth and development of Preston Brook - including (but not limited to) the development of key documents such as the Conservation Area project.

4) Liaise with key agencies advocating the best practice principles of Neighbourhood Plans - including the MHCLG and Locality, applying for support and grants as required and undertaking any training as necessary.

5) Keep under review the legislative requirements around Neighbourhood Planning to ensure the Plan meets all requirements.

6) Build an effective engagement process with Preston Brook's wider community, developing a robust list of Community/Stakeholder consultees.

7) Be active in getting Preston Brook's wider community involved in the plan.

8) Build awareness of the Parish Council through the development of the plan and make recommendations to the Parish Council on involving the wider community in the plan.

9) Provide feedback on key issues to other authorities to support their regeneration and development work.

10) Make recommendations to the Parish Council on resourcing the plan.

11) Manage the gathering of evidence necessary to inform each of the issues within the scope of the plan.

12) Identify and assess options available in respect of each issue and prepare a draft plan for wider consideration.

13) Produce minutes, reports and documents relating to the plan.

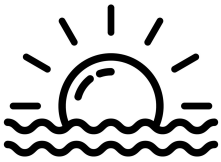
2. Themes

The Steering Group will oversee discussions on themes surrounding key issues that may effect the Neighbourhood Plan such as:

Education / Skills / Employment

Transport / Highways

Health



Tourism & Conservation

Retail

Economy

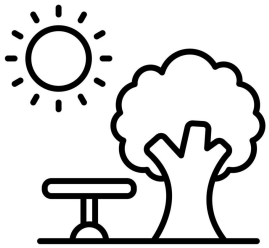
Housing

Arts and Culture

Leisure and Recreation

Climate Change

Heritage



Open / Green Spaces

3. Membership of the Neighbourhood Planning Steering Group

The Steering Group has the following membership and the Chairman will be elected from the membership.

Membership:

- X members of Preston Brook Parish Council who wish to sit on the Steering Committee
- Community Representatives
- Representative(s) of Highways
- Representative(s) of Education / Skills / Employment
- Representative(s) of Health and Wellbeing
- Representative(s) of Housing
- Representative(s) of Tourism & Heritage
- Representative(s) of Hospitality
- Representative(s) of Retail
- Representative(s) of Economy
- Representative(s) of Leisure and Recreation
- Representative(s) of Arts and Culture
- Representative(s) of local Youth Groups
- Representative(s) of Green Spaces and Climate Change
- 1 officer representative of Halton Borough Council
- 1 elected representative of Halton Borough Council

Whilst organisations will have their nominated representatives, it will be acceptable for reserves to attend meetings as necessary. Representatives will be expected to give feedback to the organisations that they are representing.

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 at least the independent examiners report is published.

4. Voting

Recommendations made by the Steering Group will be by agreement of the majority attending a meeting. Where a vote is required each member shall have one vote. A minimum of five members shall be present where matters are presented for decisions to be taken. A simple majority will be required to support any motion, and all motions must be on an agenda providing attendees with at least five days' notice. The Chairman shall have one casting vote.

No vote of the Steering Group will be legally binding until the recommendation is approved by the Parish Council.

5. Conduct and Interests

The Steering Group will follow the Parish Council's Code of Conduct - a copy of which will be provided to each member.

Whilst Members as individuals will be accountable to their parent organisations, the Steering Group as a whole is accountable to the wider community for ensuring that the plan reflects their collective expectations. The Steering Group will achieve this through applying the following principles:

- Working with mutual trust and respect, combining expertise.
- Being transparent when individual roles or interests are in conflict.
- Represent their parent organisations/community groups and provide a two way free flow of information between these and the Steering Group.
- Assist their parent organisation to bring appropriate ideas and concerns to the attention of the Steering Group.
- Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, ability, or religion and belief; and
- Actively promote equality of access and opportunity.

In situations where interests and roles are in conflict they must be declared before the business is discussed, although members declaring interest may take part in the discussions, but not vote.

6. Decision Making

Preston Brook Parish Council is the qualifying body for the purposes of preparing the plan. The Proper Officer has full delegated authority to work with the Steering Group to manage the process of preparing the plan as set out in the objectives and within agreed budgets. Preston Brook Parish Council will approve the publication of the consultation of the draft plan at a full council meeting. Preston Brook Parish Council will also approve the final draft Preston Brook Neighbourhood Plan at a full council meeting prior to submission to the Local Planning Authority.