

Neighbourhood Planning Steering Group Guidance Note

PURPOSE OF THE GROUP

The East and West Hanney Neighbourhood Plan Steering Group brings together representatives of East Hanney Parish Council and West Hanney Parish Council, stakeholders and members of the local community.

Officers from the district council will be able to assist the group but will not be full members.

The objective of the Steering Group is to produce two separate neighbourhood plans; one for East Hanney and one for west Hanney.

Because of the number of shared facilities between the two villages the steering group is a joint one. Separate plans will be produced because the challenges and opportunities for each village are different.

The areas defined by the neighbourhood plans have already been submitted and agreed by the Vale of White Horse District Council.

ROLE OF THE GROUP

The role of the group is to:

- agree a budget, how this will be funded and managed including appointment of specialist consultants or advisers
- agree the governance structure for the project e.g. any working groups and what their specific responsibilities will be
- prepare and agree a project plan which complies with the legislative requirements for producing a neighbourhood plan
- manage working groups
- ensure working groups have clear terms of reference related to their responsibilities and the project plan

MEMBERSHIP OF THE GROUP

Membership of the Steering Group will consist of those shown in the table below.

Name	Organisation
Jim Triffitt	East Hanney Parish Council
Stewart Scott	East Hanney Parish Council and The Hanneys Flood Group
Judy Long	East Hanney Parish Council
David Kirk	East Hanney Parish Council
Paul Aram	East Hanney Parish Council and Hanney Youth Football team
Stephen McKenchie	East Hanney Parish Council
Guy Langton	East Hanney Parish Council - Clerk
Graham Garner	West Hanney Parish Council and Village Hall Committee
Eddie Wilkinson	West Hanney Parish Council
William Orson	The Hanney History Group
Angie Miller	Hanney Community Association
Patrick Karney	Parish Church

The group may form sub-committees or working groups to undertake various aspects of the work involved in producing the Neighbourhood Plan.

The Steering Group may also co-opt additional non-voting members to discuss particular issues where necessary or to join the Steering Group if required.

INDIVIDUAL MEMBERS' RESPONSIBILITIES

The decisions made by the group will undoubtedly require compromise and consensus building; consequently members agree that they are:

- able and willing to make decisions and recommendations on behalf of their body/organisation committed to helping to guide the preparation of the neighbourhood plans
- supportive and committed to the process and its implementation
- willing to work with the group, accommodating views that are different from their own, seeking consensus and accepting compromise to reach agreement on the issues before the group
- open minded and able to consider the whole picture, not seeking simply to promote sectional interests
- able to represent the group and it's work in a positive light to the wider community
- prepared to work with other groups/agencies in a constructive way to achieve the best outcomes for the area

ALSO TO ENSURE THAT THEY ATTEND ALL MEETINGS OR DELEGATE A REPLACEMENT IN THE EVENT THAT THEY ARE UNAVAILABLE.

RESPONSIBILITIES OF THE STEERING GROUP

- assess existing evidence about the needs and aspirations of the Parish, commission any technical evidence, e.g. housing and infrastructure needs to support the development of a neighbourhood plan, and identify gaps
- consider progress reports and work undertaken and agree appropriate course of action.
- agree a programme of community engagement and public consultation at appropriate stages to ensure that the information gathered is representative of those living within East and West Hanney
- undertake analysis, interpretation and reporting of the results from community engagement and public consultation activities and ensuring that they inform decision-making (either directly, or within the aid of consultants).

- ensure that any planning related documentation complies with the district councils Statement of Community Involvement (SCI) and is appropriate for adoption.
- ensure consultation with and co-operation from key stakeholders to ensure the deliverability of the project and of proposals included in the final plan
- promote the appropriate development of East and West Hanney in accordance with the Neighbourhood Plans.
- work positively with the district council to ensure the plans are in conformity with the adopted development plan.
- Work positively with the district council in auditing the project plan or the use of any grant funding from the district council.

CHAIRMAN AND OTHER OFFICES

The Steering Group will appoint/elect a Chairman and Deputy Chairman from the Group members.

Both the Chairman and Deputy shall remain in that position following their election until completion of the project.

The Chairman or in his absence the Deputy will be responsible for dealing with any media enquiries. The East Hanney Parish Council Clerk will act as secretary.

SUBSTITUTES

If a member of the group is unable to attend a meeting they should arrange for a substitute from the organisation they are representing to attend in their place.

Where no suitable substitute is available then 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.

COMMITMENT FROM DISTRICT COUNCIL OFFICERS

District Council Officers 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.

Other responsibilities include:

- initial advice and an introductory meeting to explain the process
- advice on an appropriate consultation strategy and how consultation should be recorded
- advice on the evidence needed to prepare the plan and details of statutory consultees
- a 'critical friend' role throughout the drafting of the plan, attending steering group meetings where necessary to provide advice and support
- reviewing draft documents to ensure they meet the basic conditions
- support for publicity that you may wish to carry-out
- funding for towns, larger villages and smaller villages
- advice and support dealing with the media and publicising your work.
- Bring in resources as required from other teams across the District Council to provide additional specialist advice.
- Facilitate discussion where the Steering Group has conflicting views
- Identify best practice from elsewhere

MEETINGS

The group will meet at key stages in the development of the Neighbourhood Plan. The dates and regularity of meetings will be set by the group depending on the stage of the process and workload.

The Steering Group members will receive an agenda paper for meetings at least 5 days prior to the meeting.

Any documents which are to be considered prior to a meeting should be circulated ideally 5 working days prior to a meeting

Minutes of all meetings will be recorded and kept on the East Hanney Parish Council Web site for reference. Draft minutes of meetings will be circulated following each meeting after clearance by the Chair.

DECISION MAKING

All members of the Steering Group, with the exception of co-opted members e.g. district council employees, will have an equal vote in decision making.

However, it is likely that some decisions will be in the form of a recommendation to the parish councils or the district council, for their consideration.

Decisions made by the Group should normally be by consensus at group meetings. If this is not possible then decisions will be taken by vote, with each member present having one vote, and a simple majority will be required to support a decision.

A minimum of 4 must be present to enable decisions to be taken. The Chair, or in their absence the Deputy Chair shall have the casting vote.

CONFLICTS OF INTEREST

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 decisions or recommendations of the group.

REVIEW OF THE GROUP

The Steering group will be disbanded upon completion of the project at a time to be agreed by both Parish Councils

Revision 2

Stewart Scott 11 January 2016.