

Haslington Parish Council

Terms of Reference for a Neighbourhood Plan Steering Group

1. General

- a) Haslington Parish Council has resolved to produce a Neighbourhood Plan and has determined that it will cover the Parish of Haslington which encompasses the wards of Haslington Village, Winterley and Oakhanger.
- b) The Parish Council, while retaining full responsibility for the Plan, recognizes that the content of the Plan must be driven by the community and the need to draw on skills and expertise from outside the Council.
- c) A Neighbourhood Plan Steering Group will lead the project to successful completion.
- d) The Neighbourhood Plan Steering Group will operate as a committee of Haslington Parish Council
- e) The name of the group will be **Haslington Parish Neighbourhood Plan Steering Group (HPNPSG)**

2. Purpose

- a) The main purpose of the group is to oversee the preparation of the plan so that it will progress to independent examination and a successful community referendum and ultimate adoption.
- b) HPNPSG will engage the local community to ensure that the plan is truly representative of the ambitions of Haslington Parish. The Group will maximize support for the approach taken in the neighbourhood plan by ensuring high levels of community engagement throughout the plan-making process.
- c) Liaise with, and direct the work of, consultants and specialists engaged to further the plan as appropriate.
- d) Consider the options and develop policies to inform the future development and use of land in the neighbourhood area.
- e) Be aware of the development areas identified in the Local Plan, including establishing further development areas if they are required.
- f) Ensure the Neighbourhood Plan is supported by effective ongoing programmes of communication and consultation with the community, Cheshire East, businesses, adjoining parishes, developers and other key parties.
- g) Identify sources of funding.
- h) Liaise with statutory, and other, relevant authorities and organisations to ensure the plan is as comprehensive and inclusive as possible.
- i) Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible.
- j) Determine the types of consultation and information gathering to be used.
- k) Be responsible for the analysis arising from consultations and the production and distribution of the final reports.
- l) Report back regularly to the Parish Council on progress, significant issues and budgetary implications.
- m) Present key documents and the draft neighbourhood plan for consultation with the Parish Council, residents, Cheshire East, businesses, the independent examiner, and assist in arrangements for the referendum.
- n) Agree, subject to ratification by the Parish Council, a final submission version of the Haslington Parish Neighbourhood Plan.

3. Meetings

- a) The HPNPSG will elect a Chairman and Vice-Chair from its membership.
- b) In the absence of the Chairman and Vice-Chairman, the HPNPSG will elect a chairman from its members present at the meeting, for that meeting.
- c) The HPNPSG will meet as required with a minimum of once per quarter.
- d) Meetings will be called with the statutory 3 days clear notice.
- e) Decisions made by HPNPSG will be by consensus at meetings. Where a vote is required, each member will have one vote. A simple majority vote will be required to support any motion. The Chairman will have one casting vote.

4. Decision Making

- a) HPNPSG has full delegated authority from the Parish Council to deliver its plan-making functions up to and including publication of the Consultation Draft Plan. HPNPSG will report to the Parish Council the progress of its work. The Parish Council will approve the Submission Draft Neighbourhood Plan before publication for consultation and independent examination.
- b) The plan-making process remains the responsibility of the Parish Council as the qualifying body. All

publications, consultation and community engagement exercises will be undertaken by or on behalf of the Parish Council via HPNPSG with appropriate recognition of the Parish Council's position given in all communications associated with the project.

5. Finance

- a) Funding, including grants, will be applied for and held by the Parish Council, which will ring-fence the funds for Neighbourhood Plan development work.
- b) The Parish Council has allocated a neighbourhood plan cost centre within its budget with a resolved amount.
- c) HPNPSG will notify the Parish Council of any planned expenditure before it is incurred.

6. Working Groups

- a) HPNPSG may establish working groups for dealing with specific issues, made up of members of HPNPSG and volunteers from the community, to aid them in any neighbourhood plan-related work.
- b) Each working group will have a lead person from the HPNPSG.

7. Membership and Quorum

- a) The HPNPSG will be formed from current Parish Councillors, Cheshire East Ward Councillors and local members of the community. The Group will be comprised of up to 10 members, the composition of which to be 5 Parish Councillors, (appointed by the full Parish Council), 1 Cheshire East Councillor and 4 representatives from the local community.
- b) The Chair of the committee must be a serving member of the Council.
- c) Any meeting shall be deemed quorate with the presence of (half) of its membership which must include 2 parish councillors.
- d) The HPNPSG may co-opt additional support to carry out specific tasks as required.
- e) Membership is voluntary.
- f) All members of the HPNPSG must declare any personal interest that may be perceived as being relevant to the decisions or recommendations made by it. This may include membership of an organisation, ownership or interest in land or business or any other matter likely to be relevant to the work undertaken by the HPNPSG.
- g) A person will cease to be a member of the HPNPSG upon notification to the Chairman in writing of their wish to resign.
- h) The Chair and Vice Chair of the Council are ex-officio members of all committees which entitles them to attend meetings and participate in the work of the committee but does not offer voting rights.

8. Administrative Support

- a) The Clerk to Haslington Parish Council will provide support as appropriate.
- b) If the Clerk is not available to attend a meeting, a member of HPNPSG will be required to take minutes.

9. Conduct

- a) It is expected that all HPNPSG members abide by the principles and practice of the Parish Council Code of Conduct including conflicts of interest, particularly regarding development.
- b) Whilst Members as individuals will be accountable to their parent organisations, HPNPSG is accountable to the wider community for ensuring that the plan reflects their collective expectations.

10. Changes to the Terms of Reference

- a) The terms of reference may be amended with the support of at least (two-thirds) of the current membership at a HPNPSG Meeting and with the approval at a meeting of the full Council.

11. Dissolution

- a) HPNPSG will be dissolved once its objectives have been attained and/or when at least (two-thirds) of its members and the parish council, consider its services are no longer required.
- b) HPNPSG will then dispose of any remaining funds held per any conditions imposed by the grant funders and in the best interests of the Parish Council.

These terms of reference were adopted by full Council at the meeting held on the 4th March 2024.