

SOUTHBOURNE NEIGHBOURHOOD PLANNING TEAM – STEERING GROUP

TERMS OF REFERENCE

1. The purpose of the Steering Group is to create a Neighbourhood Plan for the entire parish of Southbourne, manage it through the approval process and set up a robust on-going management process to ensure the plan is acted upon and amended as necessary.
2. The Steering Group (SG) will consist of members of the following composition:
 - a. Chairman
 - b. Secretary
 - c. Other SG Members
3. The SG will make efforts to maintain a range of skills/knowledge in the SG and Focus Groups, and be representative of the parish as far as is possible within the constraints imposed by being drawn from volunteers.
4. The Parish Council clerk will provide such financial and administrative assistance as is appropriate within that approved by the PC.
5. There will be 7 Focus Groups :
 - i. Community
 - ii. Drainage
 - iii. Economic/Business
 - iv. Environmental,
 - v. Heritage/Local Knowledge
 - vi. Housing
 - vii. Transport/Accessibility
6. Each Focus Group will contain one or more SG members and each SG member will be on at least one Focus Group (FG). FGs will seek specialist assistance as required.
7. Each FG will elect a focal point or chair, who will be responsible for reporting back from the FG to the SG. If the chair is not able to attend the SG meeting, they must appoint a delegate for that meeting, from their FG.
8. The chairs of the FGs represent the Chairs Group (CG) who are responsible for sharing information with the other FGs as required, in order that duplication of efforts are avoided and so that communications are not delayed by waiting for SG meetings to share information.
9. The full SG will meet once a month, on the 1st Monday in each month if possible.
10. The SG may consider itself sufficient to make decisions if 60% of the group is present.
11. FGs will meet as required but at least once a month. FGs will aim to send their minutes to the SG on the Thursday prior to the SG Monday meeting.
12. Meetings are not intended to be 'Open' meetings but should be held where possible in public buildings and notified on the PC web-site and notice-boards. FG members will be notified of SG meetings by email and may attend to observe but not vote. Specialists or interested parties may be invited to attend and speak at SG meetings.
13. Agendas and Minutes of SG and FG meetings will be produced by the Secretary, distributed to SG members and published on the Parish Council web-site.
14. The views of residents, businesses and other people and groups with interests in Southbourne Parish will be sought by the SG and FG members using a range of communication methods, including Open Meetings and surveys.
15. The use of electronic methods for communication will be maximised, while remaining sensitive to the needs of groups unwilling or unable to access these methods.
16. The project will be managed through a project plan, which will be developed and updated by the SG.
17. The committee will report regularly to the Parish Council and other interested groups as agreed.
18. SG and FG members will be expected to complete an entry in a register of interests which will be made available to residents.
19. SG and FG members must maintain confidentiality when requested and comply with the requirements of the Data Protection Act.