



## **BARTON-LE-CLAY NEIGHBOURHOOD PLAN STEERING COMMITTEE**

### **TERMS OF REFERENCE**

#### **What is a Neighbourhood Plan?**

Neighbourhood planning is a right for communities introduced through the Localism Act 2011, whereby communities can shape development in their areas through the production of Neighbourhood Plans. Neighbourhood Plans become part of the Local Plan and the policies contained within them are then used in the determination of planning applications. However, policies produced cannot block development that is already part of the Local Plan. What they can do is shape where that development will go and what it will look like.

#### **Definition of a Neighbourhood Plan:**

According to the guidance available about neighbourhood planning on the gov.uk website.

“Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area. They are able to choose where they want new homes, shops and offices to be built, have their say on what those new buildings should look like and what infrastructure should be provided, and grant planning permission for the new buildings they want to see go ahead. Neighbourhood planning provides a powerful set of tools for local people to ensure that they get the right types of development for their community.”

#### **Purpose of the Committee:**

Barton-le-Clay Parish Council is the qualifying body responsible for the preparation of a Neighbourhood Plan (NP) for its parish area. It has established a separate Steering Committee to facilitate the delivery of this plan-making function, working within these Terms of Reference (ToR). It will guide and agree the content of the Plan, with the assistance of Central Bedfordshire Council (CBC) and in compliance with CBC's Core Strategy and National legislation.

#### **Constituency:**

- The Steering Committee will consist of a maximum of 12 members consisting:
  - A minimum of 3 Parish Councillors
  - Up to a maximum of 9 residents from the Parish

#### **Terms:**

- The Steering Committee will appoint its own Chairman from one of the Parish Councillors, annually, or as circumstance dictates.
- The Steering Committee has delegated authority from the Parish Council. Its purpose is to agree, subject to ratification by the Parish Council, a final submission version of the Barton-le-Clay Neighbourhood Development Plan.
- All Committee members have voting rights within the NP Steering Committee.
- The quorum for the NP Steering Committee is 4.
- The NP Committee will meet either online or in the Village Hall as appropriate.
- All Meetings are open to the general public.
- Agendas must be published 3 clear days ahead of the meeting (a clear day

does not include the date of publishing, date of the meeting or Sundays), and be made available on the Parish Council website and noticeboards.

- Minutes are to be taken at the meeting, and published on the Parish Council website once ratified at the following meeting.
- All monies received and payments made will occur through the Parish Council accounts and be monitored by the Clerk. All transactions will comply with the existing Financial Regulations of the Parish Council.
- The Steering Committee will report to the Parish Council monthly through a standing item on the Parish Council agenda.
- The Steering Committee must keep CBC informed of progress at significant Milestones (see Timeline).
- The Steering Committee may establish working groups to tackle short-term investigations on its behalf.
- The Steering Committee will remain active until the NP has been approved by an independent examiner.

#### **Funding:**

- Funding is available to support the production of Neighbourhood Plans by applying online through the relevant bodies.

#### **Timeline:**

- The Steering Committee will agree a timetable to guide its actions through the three stages of the Neighbourhood Plan road map.
- Referendum held in the village to agree the plan in 2023.

#### **Members of the Group:**

- Must be aware of their obligation to declare any direct personal interests that may be perceived as relevant to any decisions or recommendations made by the Committee.
- Must ensure that there is no discrimination in the NP making process and that it is inclusive, open and transparent.
- Must ensure that in all activities, they uphold the Seven Principles of Standards in Public Life (Appendix 1: Nolan Principles).
- Should liaise with neighbouring Parish Councils where applicable.

#### **Main Responsibilities:**

- Produce the NP with the assistance of CBC and the community, and approval by the Parish Council.
- Engage as many members of the community and key stakeholders as possible in the process, by encouraging participation and the submission of views and ideas. Public participation will be primarily via a programme of events and consultation exercises.
- Utilise the Parish Council website to share information on the NP.
- Respond to questions raised about the plan process. Questions relating to the plan raised by members of the community will need to be put in writing if seeking a formal response and will be responded to in person if required, and/or answers posted on the Parish Council website and in the Parish Council Newsletter.

## Appendix 1: Nolan Principles

<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>

### 1. **Selflessness**

Holders of public office should act solely in terms of the public interest.

### 2. **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

### 3. **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### 4. **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

### 5. **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

### 6. **Honesty**

Holders of public office should be truthful.

### 7. **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.