

Tockenham Neighbourhood Area Steering Group
Terms of Reference – final version 29th August 2017

The Tockenham Neighbourhood Area Steering Group (**the Steering Group**) brings together representatives of the Parish Council, the Community-Led Plan Steering Group, our Wiltshire Councillor (Lyneham Division) and other important stakeholders from the community. Officers from Wiltshire Council will assist the Steering Group but will not be full members. The main role of the Steering Group is to manage the production of a Neighbourhood Development Plan for Tockenham Neighbourhood Area. The Steering Group will exist until the Plan is made.

The community as a whole have been/ will be fully involved in the process through community consultation events and be informed of the Steering Group's work through the publication of the agenda, minutes and papers of the meetings on the village website.

The Steering Group will be governed by an agreement to:

- Update, develop and agree a vision for the area's future which represents the aspirations of residents, against which future planning decisions should be made.
 - Collect and evaluate (either directly or with the aid of consultants), accurate information which will identify the priorities for future proposals and plans for the area, with specific focus on identifying any local policy to compliment that provided by the Wiltshire Core Strategy
- During preparation of the plan, be aware of any development proposals that may come forward.

Steering Group Membership - Organisations and representatives

Organisation	Number of Representatives
Tockenham Parish Council	2
Tockenham Community Led Plan Group	1
Resident Representative	1 (Advisory)
Wiltshire Councillor	1
Church Representative	1 (Advisory)

Membership of Individual Organisations

Members of the Steering Group should have the authority of the organisation they represent to represent the interests of that organisation. If a Steering Group Member is a member of more than one organisation they should declare their wider interest and limit their representation on the Steering Group to the organisation they have been nominated to represent.

Current scope of work

Future phases of work will need to be identified as the project develops. Initial phases are outlined below:

Scoping Phase

- Formalisation of the Steering Group
- Initial research
- Defining the project scope
- Preparation of up to date vision

- Identify issues and opportunities
- Identify possible development sites which may need to be subject to more detailed analysis
- Finalisation of a detailed project plan

Delivery

- Future work will be determined by the Steering Group following the completion of the scoping phase and agreement of the detailed project plan.
- All Steering Group members are required to familiarise themselves with the original brief for the work and should ensure that their recommendations with regards to this piece of work are compliant with that brief.

Mandate

The decisions made by the Steering Group will undoubtedly require compromise and consensus building; consequently members should ensure they are:

1. Able and willing to make decisions and recommendations on behalf of their body/organisation
2. Committed to helping to guide the preparation of the Neighbourhood Development Plan towards the identification and delivery of a shared vision
3. Willing to work with the Steering Group, accommodating views that are different from their own, seeking consensus and accepting compromise to reach agreement on the issues before the Steering Group.
4. Open minded and able to consider the whole picture, not seeking simply to promote sectional interests
5. Supportive and committed to the process and its implementation

In the interests of openness and transparency, agendas, notes and actions from all meetings to be made available on the village website.

Working Groups

Where appropriate the Steering Group may wish to establish sub-working groups to drive discrete projects that would be responsible to report back to each Steering Group meeting. Working groups can only be established with agreement of the Steering Group.

Responsibilities of Steering Group members:

- Set a measurable and timetabled project plan for the Neighbourhood Plan process
- The Chair to respond to requests for information or guidance from (a) Steering Group members and (b) members of the public/press within a reasonable timescale.
- Consider progress reports and work undertaken and agree appropriate course of action
- Agree community engagement and public consultation at appropriate stages to ensure that the information gathered is representative of those living within or those using the area
- Undertake analysis, interpretation and reporting of the results from community engagement and public consultation activities.
- Ensure that any planning related documentation complies with Wiltshire Councils SCI and is appropriate for adoption
- Ensure consultation with and co-operation from key stakeholders to ensure the deliverability of project and strategy proposals.
- Ensure continual communication, via email, between the Steering Group members.

- The Steering Group can co-opt additional members to discuss particular issues where necessary or join the Group if required
- Agree additional Steering Group membership if required.

When a member is unable to attend a meeting

Although members should make every effort to attend meetings, when they are unable to do so, they can submit representations or comments via e-mail to the other members of the Steering Group prior to the meeting. These can then be discussed by the members who are present and decisions can be taken accordingly.

Commitments from Wiltshire Council Officers

Wiltshire Council 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. An Officer from Spatial Planning (Directorate for Economy and Enterprise) will act as advisor and single point of contact for the authority. Responsibilities include:

- Responding to requests for information within agreed timescales
- Proactively suggesting options and opportunities to overcome barriers to delivery
- Bring in expertise as required from across the Council and other bodies/organisations to enable delivery
- Assist with managing the programme to maximise value for money and access to available funding.

Steering Group Meetings

The Steering Group will meet at key stages in the development of the Neighbourhood Development Plan. Dates will be identified, as required, on an ongoing basis. Meeting venues to be agreed by the Steering Group.

The Steering Group members will receive an agenda and supporting papers for meetings at least 3 days prior to the meeting, which will be published on the village website within the same timescale.

Minutes of all meetings will be recorded and kept on file for reference. Once approved by the Steering Group, they will be published on the village website.

Members of the public/press may attend and observe meetings although they may not contribute to the meetings.

Members of the public/press may raise questions of the Steering Group. Public Question Time to be an ongoing agenda item.

Decision Making

All members of the Steering Group with the exception of Wiltshire Council Employees have an equal vote in decision making; however it is likely that some decisions will be in the form of recommendation to the Parish Councils or Wiltshire Council for consideration.

Any decision requires the support of a minimum of 3 full members of the Steering Group.

Steering Group members should declare an interest where there is a potential financial or pecuniary benefit to themselves or their company or organisation arising from the recommendations of the Neighbourhood Plan process.