

The Steyning, Wiston, Ashurst and Bramber Neighbourhood Plan

Steering Committee Terms of Reference

1. In accordance with the Localism Act 2011, local participation in the development of a parish should be driven by its residents. A Neighbourhood Plan is therefore needed which will provide a framework against which all future developments will be assessed.
2. The purpose of the Steering Group is to create a Neighbourhood Plan for parishes of Steyning, Wiston, Ashurst and Bramber. The Steering Group will set up a robust on-going management process to ensure the plan is acted upon and improved as necessary.
3. The Steering Group (SG) will ideally consist of 16 members of the following composition:
 - a. Chairman
 - b. Vice-Chairman
 - c. Up to 14 other SG Members

The ideal composition will be four SG members from each of the four parishes, with two of these being parish councillors.

4. The parish clerks for each of the four parishes will provide such financial and administrative assistance as is appropriate within that approved by the Parish Council (PC). The workload will be shared between the clerks as much as possible.
5. The SG will make efforts to maintain a range of skills/knowledge in the SG and Focus Groups (FGs), and be representative of the parishes as far as is possible within the constraints imposed by being drawn from volunteers.
6. There may be 6 Focus groups which may include:
 - a. Economic/Business
 - b. Transport/Accessibility
 - c. Community
 - d. Environmental,
 - e. Heritage/Local Knowledge
 - f. Housing
7. Each FG will contain one or more SG members and one or more parish councillor. Each SG member will be on at least one FG. FGs will seek specialist assistance as required.
8. The full SG will meet regularly, to be agreed at the first SG meeting.
9. The SG may consider itself sufficient to make key decisions if 50% of the group is present, including one SG representative from each Parish.
10. FGs will meet as required and keep lines of communication open.

11. Meetings are not intended to be 'Open' meetings but should be held where possible in public buildings and notified on the Parish Council web-site and notice-boards. Minutes of Steering Committee meetings will be made available to the public. A Neighbourhood Plan item will always appear on the Full Council agenda.
12. Agendas and Minutes of SG meetings will be produced by an appointed member of the group and published on the web-site of each Parish Council or a link provided to a dedicated website. (NB FG meetings are working groups and are not minuted).
13. The views of residents, businesses and other people and groups with interests in the parishes of Steyning, Wiston, Ashurst and Bramber will be sought by the SG and FG members using a range of communication methods, including Open Meetings and surveys.
14. 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.
15. The project will be managed through a project plan, which will be developed and updated in agreement with AirS and rCOH.
16. The committee will report regularly to the Parish Councils and other interested groups as agreed.
17. SG members will be expected to complete an entry in a register of interests (including declaration of membership of the Freemason's Society / Charity) which will be made available to residents to ensure that any potential conflict of interest is transparent. FG members will similarly be expected to complete an entry in a register of interests, though in this case they will be stored securely for reference by SG members only, thus avoiding conflicts of interest whilst preserving confidentiality of their personal data.
18. SG and FG members must maintain confidentiality when requested and comply with the requirements of the Data Protection Act and other statutory requirements.

As agreed by the Steering Committee

Date: 29.10.15