



BURES NEIGHBOURHOOD PLAN STEERING GROUP

TERMS OF REFERENCE

1. Purpose of the Steering Group

1.1 Community engagement is at the core of Neighbourhood Planning. The Steering Group will seek to ensure this is always at the forefront of decisions made in the process of creating the Bures Neighbourhood Plan.

Bures Hamlet and Bures St Mary Parish Councils are the qualifying bodies for the preparation of a Neighbourhood Development Plan for their civil parish areas. The Parish Councils have agreed to link to the Braintree Local Planning Authority in the preparation of the NP. The Parish Councils have also agreed to establish separate project management arrangements to facilitate the delivery of this plan-making function. The Parish Councils have granted delegated authority in exercise of all relevant plan-making functions to the Bures Neighbourhood Plan Steering Group. The Steering Group sits as the Project Board for project management and decision making purposes and will lead the preparation of the Bures Neighbourhood Development Plan. The Group will guide and agree the content of the Plan and all associated evidence and analysis up to Preferred Option Consultation Draft stage.

1.2 The Group will provide a locally accountable and representative lead for plan-making. This will include:

- Drafting this Terms of Reference document for agreement by the Parish Councils
- Applying for NP grants
- Making responsible decisions for spending the grant when sums are below £2,000. Referring to the Parish Councils for sums over £2,000.
- Agreeing a project timetable and allocating tasks to groups
- Agreeing a project communication, consultation and engagement strategy
- Agreeing the initial scope of the Plan
- Ensuring public engagement in the preparation of the Plan
- Recruiting suitable individuals/companies to carry out aspects of the Plan
- Analysis of early and subsequent community engagement
- Approving all background and evidence based reports prior to publication
- Agreeing all consultation documents prior to publication
- Agreeing, subject to ratification by the Parish Council, a final submission version of the Neighbourhood Plan and actively supporting and promoting the preparation of the

Neighbourhood Plan throughout the duration of the project.

- The completion of the above in a timely way

1.3 The Bures Neighbourhood Plan Steering Group is intended to run until a Plan has been presented for independent examination. The Steering Group will remain active until the independent examiners report is published.

2. Steering Group Objective

2.1 The objective of the Steering Group is to produce a sound Neighbourhood Plan for the village of Bures that defines the planning policy priorities identified by the community taking into account all representations made during the plan-making process and having regard to all relevant existing plans and evidence. The Plan will include or be supported by clearly defined policies, the means by which these priorities may be implemented.

3. Steering Group Membership

The Steering Group will comprise members of Bures Hamlet and Bures St Mary Parish Councils and members of the public. Membership will be reviewed and confirmed by the Parish Councils. The Steering Group will be established for a time-limited period.

4. Reporting and Communication

4.1 The Steering Group is established having fully delegated authority from the Parish Councils to deliver its plan-making functions up to and including publication of a Preferred Options Consultation Draft Neighbourhood Plan. The Group will report monthly to the Parish Councils setting out progress on its work. The Parish Councils will approve the Submission Draft Neighbourhood Plan prior to publication for consultation and independent examination.

4.2 The plan-making process remains in the control of the Parish Councils as local authorities and qualifying bodies. All publications, consultation and community engagement exercises will be undertaken by or on behalf of Bures Parish Councils with appropriate recognition of the Parish Councils' position given in all communications associated with the project.

5. Meetings

5.1 Steering Group meetings will take place monthly, normally to commence at 2.00pm on the second Tuesday of the month. All meetings should take place in Bures at a venue where members of the public may attend. Meetings will be advertised on the NP website, Parish Councils' website and Facebook page. Minutes and notes of meetings will also be in the public domain.

5.2 Decisions made by the Steering Group should normally be by consensus at Steering Group

meetings. Where a vote is required each member shall have one vote. A minimum of three members shall be present where matters are presented for decisions to be taken. A simple majority will be required to support any motion. The Chair of the meeting shall have one casting vote.

6. Support and Insurance

6.1 Braintree District Council will provide support to the Steering Group.

6.2 Activities will be covered under Bures Hamlet Parish Council insurance. Councillors are covered under their parish council cover and volunteers, where acting according to the plan agreed by the Steering Group, will be covered by Bures Hamlet insurance.

7. Conduct

7.1 The Steering Group will follow the code of conduct set out by the Nolan Committee on Standards in Public Life. Whilst Members as individuals will be accountable to their parent organisations, the Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations. The Steering Group will achieve this through applying the following principles:

- Work with mutual trust and respect, and combine their expertise
- Be clear when their individual roles or interests are in conflict
- Provide feedback from Steering Group meetings to their parent organisation
- Assist their parent organisation to bring appropriate ideas and concerns to the attention of the Steering Group
- Inform the Steering Group when they are unable to deliver agreed actions
- Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, ability, or religion and belief
- Actively promote equality of access and opportunity

Agreed by Bures Hamlet Parish Council on 17th January 2022

Signature:

Richard Shackell Chair

Agreed by Bures St Mary Parish Council 20th January 2022

Signature:

Gill Jackson Chair