

**Aylesbeare Neighbourhood Plan**  
**Steering Group (B) – Terms of Reference**

**1. Purpose**

1.1 The purpose of this new Steering Group is to oversee to completion the Neighbourhood Plan for the Parish of Aylesbeare, ensuring that all issues are properly addressed with high levels of community engagement.

**2. Key Roles and Responsibilities**

2.1 To be accountable for steering and providing strategic management in the preparation of the Neighbourhood Plan for the Parish of Aylesbeare, by ensuring that the key milestones are met by the group.

2.2 Agree a position on specific issues to lead to an agreed policy approach.

2.3 Liaise as necessary, with key organizations and ensure they are informed of the work of the group and progress with the Neighbourhood Plan.

2.4 To commission specific areas of evidence and analysis as required.

2.5 To promote the objectives of the Neighbourhood Plan for the Parish of Aylesbeare.

2.6 To prepare the final draft before presenting to the Parish Council.

2.7 To act as the public face and principal contact with the local community, organizations, land owners and businesses, for the Neighbourhood Plan.

**3. Aims**

3.1 To provide strategic assistance and advice in the completion of the Neighbourhood Plan.

3.2 To assist and help facilitate discussions with relevant and interested groups in the community to promote active involvement in the Neighbourhood Planning process.

**4. Relationship to other groups**

4.1 The group will be hosted by the Aylesbeare Parish Council in recognition of their sponsorship role.

4.2 The Steering Group will build and maintain links with the Local Planning Authority.

4.3 The Steering Group will provide updates when and as necessary to the Aylesbeare Parish Council.

**5. Meetings**

5.1 The Steering group will meet regularly, no less than once every two months.

5.2 The Steering Group will produce minutes, reports and documents relating to the Plan.

5.3 The minutes of these meetings will be available for inspection on the Parish Council website.

5.4 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 75% of the group shall be present where matters are presented for decisions to be taken. A simple majority vote will be required to support any motion.

**6. Conduct and Interests**

6.1 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.

6.2 The Steering Group will achieve this through applying the following principles:

Work with mutual trust and respect, and combine their expertise;

Be clear and open when their individual roles or interests are in conflict;

Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief;

Actively promote equality of access and opportunity.

6.3 The steering group will remain in place until the referendum decision.

**7. Decision Making**

7.1 Aylesbeare Parish Council is the qualifying body for the purpose of preparing the plan.

7.2 The Steering Group has full delegated authority to manage the process of completing the plan as set out in the aims and within agreed budgets; up to and including the publication of the consultation draft plan.

7.3 Aylesbeare Parish Council will approve the final draft Neighbourhood Plan prior to submission to the local planning authority.

## **8. Membership**

8.1 The Steering group aims to be made up from a cross-section of volunteers in the community, including Parish Councillors.

8.2 Volunteers from the community are welcome to join the steering group at any time, up to a maximum of 12 members.