

Kesgrave Neighbourhood Plan Steering Group
KESGRAVE NEIGHBOURHOOD PLAN
TERMS OF REFERENCE

1. Background

1.1 Kesgrave Town Council has determined that it intends to produce a Neighbourhood Plan. It has established a Neighbourhood Plan Steering Group to oversee the process.

2. Purpose and Mission Statement

2.1 The purpose of the Neighbourhood Plan Steering Group (“the NPSG”) is to design and facilitate a process that will result in the preparation of a draft Neighbourhood Plan for Kesgrave, in order to achieve the respective vision for this ward.

2.2 The process will be:

- *inclusive* – offering the opportunity to participate for everyone who lives or works in Kesgrave.
- *comprehensive* – identifying all the important aspects of life in Kesgrave for which we need to plan for the future.
- *positive* – bringing forward proposals which will improve the quality of life in Kesgrave.
- *supported* – where there is a need for professional support to complete the process.

3. Tasks

3.1 The NPSG, along with its technical advisers, will undertake the tasks shown in paragraphs 3.2 to 3.9.

3.2 Prepare an outline process for producing the Neighbourhood Plan.

3.3 Promote the process of preparing the Neighbourhood Plan to encourage participation and the submission of views and ideas.

3.4 Organise meetings and appoint Working Groups to gather views and consult on ideas. These Working Groups shall comprise the following:

Kesgrave:

- Working Group 1 – Housing & Community
- Working Group 2 – Transport & Environment
- Working Group 3 – Commerce
- Working Group 4 – Play Area and Open Spaces
- Working Group 5 – Highways and Pedestrian

3.5 Assess existing evidence about the needs and aspirations of the ward.

3.6 Liaise with relevant businesses and organisations to secure their input in the process.

3.7 Ensure that the views of the full range and diversity of interest Groups are sought through the process, as far as this is reasonably possible.

3.8 Analyse the views, ideas and proposals received during the planning process and use them to prepare a draft Plan.

3.9 Keep the Council fully informed of progress and, where appropriate, present NPSG Meeting Minutes for acceptance and subsequent adoption.

4. Membership of the Neighbourhood Planning Team and Quorum

- 4.1 Membership of the NPSG shall comprise no less than seven members. Additional members can be co-opted if required.
- 4.2 The Group shall review its membership from time to time.
- 4.3 The Group will contain a Town Council representative (acting as the lead for the Neighbourhood Plan), a lead representative from the each of the Neighbourhood Plan Working Groups, and the technical advisers. Town Council representatives are also able to act as Working Group leads.
- 4.4 Where appropriate, officers from Suffolk Coastal District Council (SCDC) and other key stakeholders will be invited to attend Meetings in an advisory capacity.
- 4.5 The NPSG shall be quorate when five members are present, of whom at least one must be elected Town Council representative.
- 4.6 The technical advisers shall have no voting rights.

5. Chairman of the Neighbourhood Planning Team

- 5.1 The Group shall elect a Chairman and Deputy Chairman from their number.
- 5.2 If the Chairman is not present, the Deputy Chairman shall take the Meeting. If neither is present, members shall elect a Chairman for the meeting from amongst their number.

6. Officers and Clerking Arrangements for the Neighbourhood Planning Team

- 6.1 Notice and associated papers shall normally be despatched three clear days before the date of the meeting. E-mail will be used where possible.
- 6.2 The NPSG shall keep Minutes or Notes of proceedings which will be recorded and open to public scrutiny. A Signing-In Register will be available at each Meeting for the purposes of recording those present and apologies for absence within the Minutes or Notes.

7. Frequency, Timing and Procedure of Meetings for the Neighbourhood Plan Steering Group

- 7.1 The NPSG shall meet not less than once every quarter.
- 7.2 Any changes to NPSG Terms of Reference shall require Town Council approval.

8. Membership of the Working Groups

- 8.1 The individual Working Groups shall have at least four members.
- 8.2 Any members of the Working Group must declare interests in matters of interest to that Working Group as soon as they arise. It will then be the responsibility of the NPSG to consider whether it is appropriate for that person to continue as part of the Working Group.
- 8.3 Each Working Group shall nominate a lead person. This person is responsible for generally overseeing the activities of the Working Group and for reporting to the NPSG at its meetings.

9. Secretarial Arrangements for the Working Groups

- 9.1 Each Working Group shall nominate its own Secretary. The sole duty of the Secretary is to provide brief Meeting Notes of each Meeting of the Working Group. A different member can be nominated as Secretary for each meeting.
- 9.2 Meeting Notes must be provided to the Neighbourhood Plan lead, ideally in electronic form, and will be a matter of public record.