



# EFFINGHAM

## VILLAGE PLAN

### Village Plan Steering Committee

### Terms of Reference

#### 1. Introduction

Effingham Parish Council has applied to Guildford Borough Council to be formally designated as a Neighbourhood Planning Area. Effingham's **Neighbourhood Plan** will not only include planning policies, and be consistent with the wider Guildford Local Plan, it will form part of a broader more wide-ranging **Village Plan**.

At its meeting of 4 December 2012 the Parish Council appointed a group of Parish Councillors to act as the Village Plan Steering Committee. These will coordinate planning and implementation of the Village Plan project over its period of development, which is currently forecast to take approximately 18 months [Minute 167.12].

This document describes the ways in which the Committee will operate.

Notwithstanding points below, all Members of the Steering Committee are at all times bound by all relevant Codes of Conduct and policies as adopted by the Parish Council.

## **2. Purpose & Mission statement**

The **purpose** of the Village Plan for Effingham is:

“To preserve and enhance the built, natural and historical environment of the local area and the distinctive character of the Civil Parish of Effingham, whilst allowing for sustainable economic and social growth and development.”

The **process** will be:

Inclusive – offering the opportunity to participate to everyone who lives or works in Effingham

Comprehensive – identifying all the important aspects of life in Effingham for which we need to plan for the future

Positive – bringing forward and debating proposals, which will improve the quality of life in Effingham for all residents and for future generations.

The finalised Plan will include or be supported by an appropriate delivery plan setting out, where relevant, the means by which these policy priorities may be implemented going forward into the future.

## **3. Steering Committee objective**

The objective of the Steering Committee is to coordinate the production of a sound Village Plan for Effingham which defines the planning policy priorities identified by the community, within the context of a broader vision for Effingham.

The Committee will take into account all representations made during the plan-making process. It will take note of all relevant existing plans and evidence and the wider Local Area Plan. And the active guidance provided by the DCLG via the Planning & Practice Guidance Portal.

## **4. Membership, Powers & Responsibilities**

- **Membership of the Steering Committee**

- a. Membership of the Steering Committee is limited to current Effingham Parish Councillors.

b. The Chair is to be appointed by EPC

- **Powers of the Steering Committee** The Steering Committee will meet formally **but these meetings are not required to be in public**. Meetings will have a formal Agenda circulated in advance and be formally Minuted. Minutes of each meeting will be submitted for adoption by the subsequent Parish Council Meeting.

The Steering Committee has been delegated the power to take decisions on matters of a minor procedural nature, or in progressing activities of a research nature, without further reference to the Parish Council.

Where, however, a decision is considered to be of significance, or likely to be controversial, or involves the spending of money or the release of information to the public or Press, an item for discussion should be formally tabled at the monthly Parish Council meeting to agree this in advance.

- **Responsibilities of the Steering Committee**  
The Steering Committee has responsibility for preparing and presenting a budget to the Parish Council for approval and endorsement. The Committee will monitor this budget as the Plan progresses.

The Steering Committee has responsibility for creating a Risk Assessment for the project, monitoring / reviewing it, and actively developing it at each Key Stage as the Plan evolves.

The Steering Committee has a responsibility to report to and liaise with the Parish Council on a monthly basis, submitting a short update on its activities and the forward programme. It will keep the Parish Council informed of the progress of the Plan and ensure that it continually represents the Council's views and concerns.

The Steering Committee has responsibility for all documents which are to be circulated outside the Committee before they are released, and for deciding whether a document needs to be confirmed by the full Parish Council before it

can be made public. It may allocate the duty of checking documents and keeping track of different versions to a Communications group of named councillors.

- **Activities of the Steering Committee**

The primary activity of the Steering Group is to identify, research and collate the data required to produce a Neighbourhood Plan.

It will:

**liaise** with local communities to seek out ideas and opinions to build an evidence base and shape the Plan.

**engage widely** with all residents within the Parish, to ensure the evolving Plan is understood and everyone has an opportunity to comment and input.

use a variety of media in **promoting and publicising** the Plan, answering concerns and questions and creating all necessary public consultation events and programmes.

**work with the local authority to understand the requirements of the Local Plan** and to ensure the needs of residents are understood and reflected in this.

work with local people and the local authority **to develop policies to inform and shape future development and use** of land in the area.

**identify and determine the resources required** to deliver the Plan.

**5. (a) Co-ordination and leadership of Task Groups as required from time to time.**

Members of the Steering Committee, as decided, will each be responsible for coordinating programmes of activities of individual **Task Groups and their membership (including residents and Parish organization such as EFFRA)** These will in turn feed evidence, policies and proposals back into the

Steering Committee for consultation with the Parish Council and the wider community.

As currently defined the Working Groups are:

- Housing & the Built Environment
- Community, Recreation & Wellbeing
- The Green Environment (including Wildlife)
- Transport & Roads
- Local Economy

Task Groups may (or may not) include members of the public and other village organisations.

#### **5(b) Establishment and engagement with a Community Consultation Forum**

The Steering group will, when appropriate establish a community Consultation Forum. Ideally, this will include several segments eg. Resident Group, Village organisations, Local businesses, and Young People.

#### **6. Working practices**

The Steering Committee will:

- meet at least monthly, in between each Parish Council meeting.
- ensure that meetings are accurately and appropriately Minuted and reported to the Parish Council
- ensure that there is full transparency and engagement with local communities and it will operate in an open and inclusive manner.

Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. A minimum of five members shall be present where matters are presented for

decisions to be taken. Where a vote is required, each member shall have one vote. A simple majority will be required to support any motion. The Chairman shall have one casting vote.

## **7. Conduct**

The Steering Committee as a whole is accountable to the wider community for ensuring that the Village Plan reflects its collective expectations. Steering Committee members will achieve this by applying the following principles. They will:

- work with mutual trust and respect, and combine different members' expertise;
- inform the Steering Committee if they are unable to deliver agreed actions;
- treat everyone with dignity, courtesy and respect regardless of age, gender, sexual orientation, ethnicity, ability, or religion and belief; and
- actively promote equality of access and opportunity

## **8. Interests**

Steering Committee members must be clear about declaring when private roles or interests are in conflict with responsibility for work on the Plan, and take appropriate action.

Forum members must also declare any interests when participating in group events.

In situations where interests and roles are in conflict, this must be declared before the business is discussed and the Steering Committee member / individual should leave the room for that item.