



# Lydney Town Council NEIGHBOURHOOD PLAN STEERING GROUP TERMS OF REFERENCE

**12<sup>th</sup> February 2024**

1.1 The purpose of the Lydney Neighbourhood Plan Steering Group (LNPSG) is to undertake and review the current Neighbourhood Plan for Lydney.

1.2 The Steering Group is formed of representatives of Lydney Town Council and stakeholders from the local community.

1.3 The Steering Group will:

- a. Review and develop policies to inform the future development and use of land in the neighbourhood area.
- b. Ensure the Neighbourhood Plan is supported by an effective on-going programme of communication and consultation with the community, businesses, developers, adjoining parishes and other key third parties.
- c. Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible.
- d. Liaise with, and direct the work of, consultants and specialists engaged to further the Neighbourhood Plan as appropriate.
- e. Report to Lydney Town Council on progress, significant issues and budgetary implications.
- f. Not be affiliated to any political party.

## **2. Area Covered**

2.1 The Plan will cover the area of Lydney, including the wards Lydney North, Lydney East and Lydney West.

2.2 The Steering Group will have regard to the views expressed by parishes that border Lydney North, Lydney East and Lydney West if they are affected by strategic content (for example, transport)

### **3. Accountability**

3.1 The Plan will be led by Lydney Town Council, also referred to as The Qualifying Body.

3.2 The Neighbourhood Plan Steering Group shall be accountable to Lydney Town Council  
3.3 The LNPSG is required to provide a written report (e.g. Minutes) to Lydney Town Council.

3.3 Lydney Town Council will approve the Draft Neighbourhood Plan prior to publication for consultation and independent examination.

3.4 The plan-making process remains in the control of Lydney Town Council as the qualifying body. All publications, consultation and community engagement exercises will be undertaken by or on behalf of Lydney Town Council, with appropriate recognition of the Town Council's position given in all communications associated with the project.

3.5 The Neighbourhood Plan Steering Group shall not have its own bank account. Lydney Town Council shall be responsible for all budgetary matters, expenditure, monitoring and reporting.

### **4. Objectives**

4.1 To present a vision for Lydney's future which represents the hopes and aspirations of residents against which future decisions and recommendations can be made in accordance with the policies set out in this document, for adoption and approval by Lydney Town Council.

4.2 To collect and evaluate information which will identify the priority for future proposals and plans for the area.

4.3 To keep the Council and the Community informed of the Plan's progress via accurately recorded decisions, reports and press releases.

4.4 To ensure that the Neighbourhood Plan is in conformity with national policy.

4.5 To ensure that all decisions made throughout the preparation period including local strategic needs for housing, employment, transport, leisure, health and the environment are based on sound and objective evidence.

### **5. Topics**

5.1 In preparation of the Plan, the Steering Group will ensure that the following topics are examined and addressed in the context of the detailed guidance contained in the NPPF.

1. Building a strong, competitive economy
2. Promoting sustainable transport
3. Delivering a wide choice of high-quality homes
4. Promoting healthy communities
5. Conserving and enhancing the natural environment

6. Conserving and enhancing the historic environment

## **6. Steering Group Membership**

6.1 The Steering Group will ideally comprise of LTC councillors, local stakeholders & Residents:

6.2 In addition to the voting members, the following Council Officers will attend, where appropriate and feasible, in an advisory and non-voting capacity:

- a. Lydney Town Clerk
- b. Secretarial services provided by Lydney Town Council/or representative from the Steering Group

6.3 A person shall cease to be a member of the Steering Group upon notifying the Chair in writing of their wish to resign or for misconduct.

## **7. Responsibilities of Steering Group members**

7.1 Responsibility for the effectiveness of the Steering Group and thereby the success of the Neighbourhood Plan process depends on positive commitment, respect for others and contributions from its members. The need to work together to generate and maintain momentum is integral to the success of the project. Members must be supportive and committed to the process and its implementation.

7.2 Recognising that the decisions made by the Steering Group require compromise and consensus, members should ensure that they are committed to helping to guide the preparation of the Neighbourhood Plan towards the delivery of a shared vision.

7.3 Agreement to work towards unity and to approach all issues with an open mind and not to solely promote sectional interests. Once a decision has been made, members will recognise the group decision and put the interests of the group as a whole above their own considerations.

7.4 Commit to the development of the Plan and attend all meetings where possible. In the event that attendance is not possible, representations or comments will be submitted via email.

7.5 Consider progress reports and work undertaken, including the analysis and interpretation of results from inclusive community engagement and public consultation, to inform decision making and determine appropriate courses of action.

7.6 Agree community engagement and public consultation at appropriate stages to ensure that the information gathered is representative of those living within the area.

7.7 Co-opt additional members to discuss particular issues where necessary and appropriate.

## **8. Steering Group meetings**

8.1 The Steering Group will meet as required convened by NDP steering group chair to review progress of the Plan. Supplementary meetings will be convened on an ad hoc basis as considered necessary by the Steering Group.

8.2 In the absence of the Chair or Vice Chair, the Steering Group will elect a Chair from the voting members present at the meeting.

8.3 Matters for the Agenda will be determined by the chair of the steering group.

8.4 A written record of all meetings shall be recorded and kept on file for future reference and examination.

8.5 The Steering Group will seek to reach decisions by consensus which shall be recorded in the written record of the meeting. All permanent members shall have an equal vote in decision making within the Steering group except for the Chair who will have a casting vote in the case of equality of votes.

8.6 Decisions on key strategic issues and milestones in the Neighbourhood Plan process will be in the form of recommendations to the Lydney Town Council for their formal ratification to ensure legal requirements are met. The committee shall consider such recommendations at the next available meeting of the Council.

8.7 The steering group shall be quorate provided all of the following apply:

- a. A minimum of 3 members are present
- c. There is a minimum of one councillor present
- d. There is a minimum of one community representative present
- e. The meeting has been properly convened

8.8 The Chair will ensure that all members have the right to participate and be heard within an atmosphere of trust and mutual respect.

8.9 All members, including the Chair, has the right to request that an item be deferred if he or she feels that more information is essential to making a wise decision. The Chair will put any request to defer an item to the vote and the decision will be accepted by all those present.

8.10 All members are required to declare interests and absent themselves from voting on any issue where there is a potential pecuniary benefit to themselves, their family, or any organisation with which they are associated.

## **9. Resolving conflict**

9.1 The Steering Group will seek to resolve any conflict through discussion to reach consensus wherever possible.

## **10. Terms of Reference**

10.1 The full council of Lydney Town Council shall be the ultimate responsible body for agreeing the Terms of Reference and any changes to them.

*Drafted by Town Clerk for Lydney Town Council 5<sup>th</sup> February 2024*

*Approved by Council 12<sup>th</sup> February 2024*

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