



Marlborough

Area Neighbourhood Plan

Marlborough Neighbourhood Plan Steering Group Terms of Reference

Marlborough Neighbourhood Plan Steering Group

Marlborough Neighbourhood Steering Group	
Document title	Marlborough Neighbourhood Steering Group Terms of Reference
Document sub-title	
Document number	
Task Group and Authors	Marlborough Neighbourhood Steering Group
24-January-2016	27-October-2015
Status	Working Document
Version number	FINAL
MNSG approval	28 th April 2016

Change record		
Version	Date	Principal changes from last version
V1.	28-JUL-2015	First Version
V1.2	24-OCT-2015	Amendments to previous red text items
FINAL	28- ARIL-2016	Final Version cleared with delegated authority to Town Clerk to make amendments to role of Link Officer.

Adopted on 28th April 2016 - Marlborough Neighbourhood Plan Steering Group - Terms of Reference



Marlborough

Area Neighbourhood Plan

1.0

Name

1.1

Marlborough Neighbourhood Plan Steering Group

The Marlborough Neighbourhood Development Plan will be prepared in accordance with the process set out in the Neighbourhood Planning Regulations 2012 (as amended). The draft Plan will be assessed by an Independent Examiner against the set of 'basic conditions' set out in paragraph 8(2) of Schedule 4B to the Town and Country Planning Act 1990. A draft Neighbourhood Plan meets the basic conditions if it:

- has regard to national policies and advice contained in guidance issued by the Secretary of State [including the National Planning Policy Framework and Planning Practice Guidance]
- has special regard to the desirability of preserving any listed building or its setting or any features of special architectural or historic interest that it possesses
- has special regard to the desirability of preserving or enhancing the character or appearance of any conservation area
- contributes to the achievement of sustainable development
- is in general conformity with the strategic policies contained in the development plan for the area of the authority (or any part of that area) including the Wiltshire Core Strategy and other Development Plan Documents, and
- does not breach, and is otherwise compatible with, EU obligations [including the Strategic Environmental Assessment Directive].

2.0

The Steering Group will be governed by an agreement to:

Adopted on 28th April 2016 - Marlborough Neighbourhood Plan Steering Group - Terms of Reference



Marlborough

Area Neighbourhood Plan

2.1

Ensure that all information gathered, analysed & submitted to third parties is of the highest standard, is well researched and is 'evidence based'.

2.2

Develop and agree a vision for the area's future which represents the aspirations of the community it represents, against which planning decisions and recommendations can be assessed.

2.2.1

Define the area under review

2.2.2

Develop and agree a vision for the area's future which represents the aspirations of the community it represents, against which planning decisions and recommendations can be assessed.

2.3

Develop and agree a **Communications Strategy** by which community representatives and the community as a whole are included in the scoping and delivery of the Neighbourhood Plan

2.3.1

- Liaise with relevant authorities and organisations to make the Plan as robust and effective as possible & ensure that it complies with Wiltshire Council's SCI and is appropriate for adoption. Regularly report back to the qualifying body - Marlborough Town Council - through its nominated representatives and/or the Town Clerk.

2.3.2

- Be responsible for the analysis of all survey data and the production and distribution of the final report.

2.3.3

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

2.3.4

- Undertake analysis, interpretation and reporting of the results from community engagement and public consultation activities and ensuring that they inform decision-making (either directly, or with the aid of advisors).

2.3.5



Marlborough

Area Neighbourhood Plan

- Identify ways of involving the whole community, using different methods of engagement as appropriate, and gather the views and opinions of as many groups and organisations in the community as possible.

2.3.6

- Determine the types of survey and information gathering to be used for both the 'Vision' and the policies and proposals that will make up the 'Neighbourhood Plan'

2.3.7

- Be responsible for the analysis of all survey data and the production and distribution of the final report.

2.3.8

- Select the most appropriate approach: NP or Non-NP, whichever best represents the community's aspirations.

2.4

Planning, budgeting and monitoring expenditure on the project

2.4.1

- Take responsibility for planning, budgeting and monitoring expenditure on the project and report back to Marlborough Town Council on these matters.

2.4.2

- Identify sources of external funding.

2.5

During preparation of the plan inform decisions that are made on development proposals that may come forward.

2.6

Regularly report back to the qualifying body - Marlborough Town Council - through its nominated representatives and/or the Town Clerk.

2.7

Marlborough Town Council as the qualifying body will pass a resolution when the Steering Group

- submits the neighbourhood area application to Wiltshire Council and
- submits the draft neighbourhood plan to Wiltshire Council.



Marlborough

Area Neighbourhood Plan

3.0

Membership of Steering Group - organisation & Representatives

The Steering Group does not need to include a representative from every corner of the community but, should identify all representatives and ensure they are included in the 'Communications Strategy'.

3.1

**Membership of Steering Group - Organisation & Name
Representatives**

Substitute / Reserve / Role sharing with:



**Marlborough
Area Neighbourhood Plan**

Marlborough Town Council
Marlborough Town Council
Marlborough Town Council

Mervyn Hall (Cllr)
Justin Cook (Cllr)
Shelley Parker (Town Clerk)

Mildenhall Parish Council
Savernake Parish Council
Preshute Parish Council
Transition Marlborough
Wiltshire Council Spatial Planning Link Officer(s)
Wiltshire Council (Unitary Cllr)
Marlborough College
Marlborough Medical Practice*

Sir Nigel Thompson (Chair)
Andrew Smithson
Howard Sarsfield
Peter Ridal

Deirdre Watson
Guy Singleton (Chair)
Vacant
Dr Sam Page

Cllr Stewart Dobson
Bill Roe
Dr Richard Hook

Vacant
Mike Jones

Independent:
Independent:
Independent:
Independent:

Noel Barrett-Morton
Susanne Harris
Ian Mellor
Peter Cairns

**Representation for relevant issues only.*

Other organisations & ad-hoc representation and may possibly include:

Aster Housing

Residents' Associations (e.g. COIRA)

Marlborough High Street Retailers Association (MHSRA)

Care Homes

Local branch of the NFU

A Youth Member

St John's School

Chamber of Commerce

Action for the River Kennet (ARK)

*Adopted on 28th April 2016 - Marlborough Neighbourhood Plan Steering Group - Terms of Reference
All those listed will be involved in wider and specific consultation even if not a member of the Steering Group*



Marlborough

Area Neighbourhood Plan

4.0

Membership of Individual Organisations

4.1

As far as possible, membership from any single organisation should normally be restricted to one as additional representation may affect the balance of interests in the group.

4.2

Members of the Steering Group should have the authority of the organisation they represent to represent the interests of that organisation. If a Steering Group Member is a member of more than one organisation they should declare their wider interest and limit their representation on the Steering Group to the organisation they have been nominated to represent.

'Job Sharing' of substitution is permissible – one vote to be shared by those representing a particular organisation

5.0

Roles

5.1

The Steering Group will elect a Chairperson, plus a Secretary/Finance Co-ordinator. The latter will be the Town Clerk. The Chair and Vice Chair are elected on as Cllr Mervyn Hall and Cllr Justin Cook respectively

5.2

Wherever possible all other members should have a specific role, to be agreed by the Steering Group. (For details see Roles & Relationships.)

5.3

All communications will be via the SG Secretary

6.0

Roles & Relationships

6.1

MTC insurance will cover the previously agreed activities of the Steering Group and volunteers, but steering group officers, in liaison with the Town Clerk, need to ensure that terms of the insurance are not breached



Marlborough

Area Neighbourhood Plan

6.2

A Standing Item will be included on the Town Council's Planning Committee for updates and endorsements

6.3

Working Groups will carry out duties specified by the full Steering Group, which may include:-

6.3.1

o Data Gathering

6.3.2

o Consultations

6.3.3

o Making recommendations

6.4

The make-up and purpose of working groups will be regularly reviewed by the full Steering Group.

6.5

It is expected that all Steering Group members have read the Code of Conduct & confirm that they agree with & understand it and will abide by the principles and practice of the Code including any declarations of interest.

Steering Group members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company / organisation arising from the recommendations of the Neighbourhood Development Plan process.

7.0

Current scope of work/Scoping Phase

7.1

Future phases of work will need to be identified as the project develops.

Initial Scoping phases are outlined below:

7.1.1

o Develop the Communications Strategy

7.1.2

o Develop the objectives, priorities and vision through community engagement

Adopted on 28th April 2016 - Marlborough Neighbourhood Plan Steering Group - Terms of Reference



Marlborough

Area Neighbourhood Plan

7.1.3

- Obtain community endorsement

7.1.4

- Selection of most appropriate approach (NP or non-NP?)

7.1.5

- Define the Neighbourhood Area

7.1.6

- Validate Steering Group membership against proposed neighbourhood area

7.1.7

- Prepare the project timetable for the delivery of the Plan, subject to the success of the application

8.0

Delivery

8.1

Future work will be determined by the Steering Group following the completion of the scoping phase and agreement of the detailed project plan.

8.2

All Steering Group members are required to familiarise themselves with the original brief for the work and should ensure that their recommendations with regards to this piece of work are compliant with that brief

8.3

Identify possible development sites which may need to be subject to more detailed analysis

9.0

Mandate

9.1



Marlborough

Area Neighbourhood Plan

The decisions made by the Steering Group will undoubtedly require compromise and consensus building; consequently members should ensure they are:

9.2

Able and willing to make decisions and recommendations on behalf of their body/organisation. Town and Parish Councils should delegate a representative to attend on behalf of their Council who will be responsible for relaying information and decisions between the Council and the Steering Group.

This could include the Town Clerk alongside MTC representatives.

9.3

Committed to helping to guide the preparation of the Neighbourhood Development Plan towards the identification and delivery of a shared vision.

9.4

Willing to work with the Steering Group, accommodating views that are different from their own, seeking consensus and accepting compromise to reach agreement on the issues before the Steering Group.

9.5

Open minded and able to consider the whole picture, not seeking simply to promote sectional interests.

9.6

Supportive and committed to the process and its implementation.

9.7

Members should be empowered by the body/organisation they represent to make decisions on their behalf, subject to proper and timely consultation with their body or organisation

10.0

Working Groups

10.1

Where appropriate the Steering Group may wish to establish sub-working-groups to drive discrete projects that would be responsible to report back to each meeting. Working groups can only be established with agreement of the Steering Group.

10.2



Marlborough

Area Neighbourhood Plan

Each working group should have a lead person.

11.0

Responsibilities of Steering Group members

11.1

Commit to the development of the plan and attendance at 75% of meetings (shared with reserves).
Substitutes will be considered at the discretion of the Steering Group.

Wherever possible, apologies for absence should be given in advance.

For other independent members, lack of attendance should be handled at the discretion of the Steering Group as a whole.

11.2

Consider progress reports and work undertaken and agree appropriate course of action.

11.3

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

11.4

Undertake analysis, interpretation and reporting of the results from community engagement and public consultation activities and ensuring that they inform decision-making (either directly, or with the aid of advisors).

11.5

Ensure that any planning related documentation complies with Wiltshire Council's SCI and is appropriate for adoption.

11.6

Provide information in the form of evidence to Wiltshire Council's Spatial Planning Department to influence the development of Core Strategy Policy Development Plan Documents (DPDs).

11.7

Ensure consultation with and co-operation from key stakeholders to ensure the deliverability of project and strategy proposals.

11.8

The Steering Group can co-opt additional members to discuss particular issues where necessary or join the Steering Group if required.

11.9



Marlborough

Area Neighbourhood Plan

Consider additional Steering Group membership if required.

12.0

Relationship with Area Board

12.1

Although the Area Board has no formal role in relation to developing Neighbourhood Plans there will be formal representation from the Area Board on the Steering Group. It is important that any work of the Steering Group does not unnecessarily duplicate any existing or ongoing work (such as developing Community Plans). Wherever possible the Steering Group will work to ensure any Community Planning work informs the development of the Neighbourhood Plan and that opportunity for joint working is maximised.

It will still be open to other Area Boards members to take a seat as the parishes will have different Unitary Councillor representatives.

13.0

Commitment from Wiltshire Council Officers

13.1

Wiltshire Council will be performing an advisory role and should seek to ensure that all recommendations or outcomes of this process are in compliance with current policies and/or strategies, and are used to inform the future development of policies, strategies or direct implementation of work. An Officer from Spatial Planning (Directorate for Economy and Enterprise) will act as advisor and single point of contact for the authority. (Current 'Link Officer' is Morgan Jones.) Link Officer's responsibilities include:

13.1.1

- Duty to support the Steering Group on an informal basis.
- Act as a single point of contact for Wiltshire Council.

14.0

Steering Group Meetings

14.1

Adopted on 28th April 2016 - Marlborough Neighbourhood Plan Steering Group - Terms of Reference



Marlborough

Area Neighbourhood Plan

The Steering Group will meet at key stages in the development of the Neighbourhood Development Plan. (This will normally be at 1.30pm on the last Thursday of each calendar month in the Council Chamber of the Town Hall. All dates to be pre-booked.)

14.2

It is recommended that an annual rolling schedule of meetings is set in place, preferably at the first meeting of the Steering Group and made available to the public.

14.3

The Steering Group members will, where possible, receive agenda papers for meetings at least three working days prior to the meeting.

14.4

Any documents which are to be considered prior to a meeting should be received, where possible, at least three working days prior to a meeting via email. AOB items may be added up to 24 hours prior to a meeting / including 'Urgent' items

14.5

Minutes of all meetings will be recorded and kept on file for reference, draft minutes of meetings will be circulated following each meeting after clearance by the Chair, where possible, within five working days, following their appointment at the first meeting of the Steering Group. Minutes should also be accessible via a web page.

14.6

Copies of the Code of Conduct will be circulated to SG members.

15.0

Decision Making

15.1

All members of the Steering Group, with the exception of Wiltshire Council employees and the Town Clerk, have an equal vote in decision making for the purpose of managing the project. However, decisions on milestones in the neighbourhood planning process will be in the form of recommendations to the qualifying body – the Town Council and the three parish councils for their formal ratification to ensure legal requirements are met.

15.2

Steering Group members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company / organisation arising from the recommendations of the Neighbourhood Development Plan process.



Marlborough

Area Neighbourhood Plan

15.3

The Steering Group will seek to reach decisions by consensus where possible. Where a consensus cannot be reached it shall first be referred to the councils that are included in the Neighbourhood area (the Plan) for consideration and decision.

16.0

Terms of Reference

16.1

The councils that are in the Neighbourhood Plan Area will be responsible for agreeing the terms of reference and any changes to them.

17.0

Finance

17.1

Marlborough Town Council will act as the accountable body for the funds.

17.2

Notification of planned expenditure will be given to the Town Council.

17.3

The Finance Officer (Town Council) shall keep a clear record of expenditure supported by receipted invoices and will regularly review and update the budget in liaison with the Town Clerk.

17.4

The Finance Co-ordinator will report back to the Steering Group and Marlborough Town Council on planned and actual expenditure for the project.

17.5

Invoices will be made out in the name of Marlborough Town Council.

17.6



Marlborough

Area Neighbourhood Plan

Members of the community who are involved as volunteers with any of the working groups may claim back any expenditure that was necessarily incurred during the process of producing the Neighbourhood Plan, and previously agreed with the Town Clerk. This could include postage and stationery, telephone calls, travel cost.

18.0

Dissolving the Steering Group

18.1

At the conclusion of the Neighbourhood Development Plan project the Steering Group should discuss the future working of the Steering Group. If the Steering Group wishes to dissolve it must notify Marlborough Town Council (plus any other parish councils involved within the Neighbourhood Plan area)