North Bradley, Drynham Lane and Ashton Park West Neighbourhood Plan Steering Group Terms of Reference

1 Purpose

a. The main purpose of this Steering Group is to oversee the preparation of the joint Neighbourhood Plan for North Bradley Parish and Trowbridge Town Council(part) in order that this will then progress to Independent Examination and a successful community referendum and ultimately be adopted made by Wiltshire Council to become part of the development plan.

b.The Steering Group will engage the local community within the designated neighbourhood area and stakeholders to ensure that the Plan is truly representative of the ambitions of the villages of Yarnbrook, Brokerswood, North Bradley, Drynham Lane, Ashton Park West, land south of White Horse Business Park and has democratic support.

c.A Statement of Intent will be separately agreed between the local councils todefine fair and equitable distribution of Community Infrastructure Levy funds received by Trowbridge Town Council from development within the plan area to be spent in North Bradley Parish Council according to Local Infrastructure Priorities defined in adopted neighbourhood plan Policy 6, or as redefined in the neighbourhood plan.

2 Area of the Plan

The area of the plan is proposed to remain the same as that of the current North Bradley Parish Neighbourhood plan, encompassing all land within North Bradley civil parish and part of Trowbridge Town Council. Wiltshire Council will define the boundary as a designated neighbourhood area. The Steering Group will have regard to the views of representatives and residents within the designated neighbourhood area and other stakeholders.

3 Principles

a. That the Steering Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation.

b. The plan will follow the Neighbourhood Planning (General) Regulations 2012 (as amended) or as revised and comply with other legislation.

4 Objectives

a. A Principal task will be to reassess the current Neighbourhood Plan policies in the light of Wiltshire Council's draft Local Plan, changes in national policies and experience relating to the Neighbourhood Plan and planning within the area.

b. To convey to the whole neighbourhood area the importance of preserving thelandscape gap between North Bradley and Trowbridge with particular emphasis on the area between Woodmarsh and the White Horse Business Park.

c. Consideration needs to be given as to whether new policies, not included in the Wiltshire Local Plan, would be beneficial in the WHSAP developments off Drynham Lane and in Ashton Park.

5 Roles, Responsibilities and Decision Making

a. The Plan will be jointly led by the Councils of North Bradley Parish Council and Trowbridge Town Council, who will jointly appoint permanent members of the Steering Group. The Steering Group will report to both Councils.

b. To satisfy a regulation requirement to have one single qualifying body for administrative purposes, the lead Council will be North Bradley Parish Council who will apply for the designation of the neighbourhood area. However, in every other respect the two Councils will jointly lead and share responsibility for the Plan.

c. The steering group will be supported by the administrative assistant who will act as liaison officer between the steering group and the consultant.

d. The Steering Group will carry out the following roles:
Be accountable for steering and providing management of the Neighbourhood Plan.
Produce, monitor and update a project timetable and consultation strategy.
Regularly report back to and invite participation and approval from North Bradley Parish Council and Trowbridge Town Council.

THE STEERING GROUP WILL HAVE THE RESPONSIBILITY AND POWER TO:

Identify and apply for external grantfunding.
Maintain accounts as required under terms of grants and present them to Parish and Town Council meetings on a regular basis and each authority to publish on their respective and council websites.
Undertake engagement and consultation on relevant matters prior to any statutory consultation of the neighbourhood plan.
Approve all draft documents before they are considered by both North Bradley Parish Council and Trowbridge Town Council to authoriseRegulation 14 Pre-Submission Consultation and thereafter Regulation 15 submission of a plan proposal to Wiltshire Council.

6 Membership

a. Membership of the Steering Group is open to members of the community and parish councillorsincluding one member nominated as a representative from Trowbridge Town Council.

b. At least three clear days' notice of meetings shall be sent to members via email.

c.Decisions made by the Steering Group should normally be by consensus at Steering Groupmeetings. Where a vote is required, each member shall have one vote. A minimum of four members shall be present where matters are presented for decisions to be taken. A simplemajority vote will be required to support any motion. The Chairman shall have one castingvote.

7 Working Groups

a. The Steering Group may establish working groups, made up of volunteers from the community to aid them in any Neighbourhood Plan related work.

b. Each working group should have a lead person from the Steering Group.

8 Finance

a.As the lead council, all grants and funding will be applied for and held by North BradleyParish Council, who will ring-fence the funds for Neighbourhood Development Plan work.

b. Trowbridge Town Council will be contributing towards the costs proportionately.

c. The Steering Group will notify the Parish Council and Town Council, advising them of any significant planned expenditure before it is incurred.

d. Steering Group members and volunteers from any working groups may claim back anypreviously agreed expenditure incurred during any NeighbourhoodPlan related work.

e. The Steering group will inform the Parish Council in good time when fee payments are due to the planning consultant as set out in the Scope of Work and agreement. Payment is the responsibility of the Parish Council.

9.Conduct

a.It is expected that all Steering Group members abide by the principles and practice of the Code of Conduct including declarations of interest.

b.Whilst Members as individuals will be accountable to their parent organizations, the Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.

10. Resolving Conflict

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

b. Where there is a conflict in procedures linked to the Neighbourhood Plan process members will be encouraged to seek and accept advice from Council Officers. Officers will have the option to refer a matter for further professional advice and refer back to Steering Group.

c. Where a clear difference of opinion between North Bradley Parish Council and Trowbridge Town Council, the Chair will request representatives to take the issue to their respective councils for discussion and formal response/vote and refer back to the Steering Group.

d. In the unlikely event of impasse, officers will arrange for representatives of the two councils to meet with appropriate representatives from WALC (Wilts Association of Local Councils) and/or the Wiltshire Council link Officer to agree a way forward.

11 Changes to the Terms of Reference

This constitution may be amended with the support of at least two thirds of the current membership at a Steering Group Meeting and with the approval of the parishcouncilandthe town council where appropriate.

12 Dissolution

a.The Steering Group will be dissolved once its objectives have been attained and/or when at least two thirds of its members and the twocouncils consider its services arenolongerrequired.

b.The Steering Group will then dispose of any remaining funds held in accordance with anyconditions imposed by the grant funders and in the best interests ofboth councils.

c. The Steering Group will advise the two councils of any notice period due to thePlanning Consultant and to the final fee payment to be made.

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