

Worton Neighbourhood Plan Steering Group Terms of Reference

1. Key Objectives

The Primary objective of the Steering Group is to produce a sound, sustainable Neighbourhood Plan for Worton that reflects community and stakeholder views and meets Wiltshire Council Core Strategy and legislative requirements. The Steering group will meet regularly to:

- Determine the overall scope and objectives of the plan
- Manage the process of preparing the plan, reporting progress to Worton Parish Council on a regular basis.
- Build and maintain links with the Local Planning Authority (Wiltshire Council)
- Review the legislative requirements around Neighbourhood Planning to ensure ongoing compliance
- Liaise with Worton Parish Council regarding funding requirements
- Gather and evaluate evidence regarding the plan objectives
- Identify and assess options for wider consideration
- Produce minutes, reports and documents to provide a body of evidence in support of planning decisions
- Prepare a draft Neighbourhood Plan for Community consideration and approval

The Steering Group will consider the following aspects:

Future housing provision; Green Spaces and Environmental Impact; Traffic routes; Local business requirements; Education; Heritage; Leisure

2. Membership of the Neighbourhood Planning Steering Group

Total membership of the Steering group should be at least ten people.

Maximum of three Worton Parish Councillors on the steering group, but normally two.

The Quorum will be no less than three.

A Chair person will be elected by majority vote from the above membership.

Members will have a single vote. A simple majority will be required to support any motion.

The Chair person will **have a single vote**, and should the chairman have a disclosable pecuniary interest in the item under discussion, the Vice chairman will take the chair provided that they do not have a DPI – see section 4. Steering Group membership will be reviewed periodically; additional members contributing special skills will be co-opted as required.

3. Membership of the Neighbourhood Planning Stakeholder Group

Stakeholders will include:

- Businesses located within the NP designated boundary; Landowners within the NP boundary; Clubs (Women's Institute, Gardening Club, Ladies Club, Brownies); Wiltshire Council; **5 Lanes Primary School; Christ Church; Worton Parish Council**

4. Conduct and Interests

The Steering Group will follow the Worton Parish Council Code of Conduct, including the declaration of pecuniary and non-pecuniary interests, and those of their spouse. The Steering Group is accountable to the wider community for ensuring that the Plan reflects the collective expectations. The Steering Group will achieve this by applying the following principles:

- Work with mutual trust and respect, listening to the views of others
- Be clear and transparent when roles or interests are in conflict
- Provide feedback from Steering Group meetings to parent areas/ organisations
- Represent parent areas/organisations by bringing ideas and concerns to the attention of the Steering Group
- Treat everyone with dignity, courtesy and respect
- Actively promote equality of access and opportunity

5. Decision Making

Worton Parish Council is the qualifying body for sponsoring the Neighbourhood Plan. The Steering Group has full delegated authority for preparing the Plan in accordance with the objectives laid out in these Terms of Reference and the budget as approved by Worton Parish Council. Regular reports on progress will be made to Worton Parish Council who will approve the final draft of the Neighbourhood Plan prior to submission to the local planning authority.

Code of Conduct

You are a member or co-opted member of Worton Parish Council and hence you shall have regard to the following principles - **selflessness, integrity, objectivity, accountability, openness, honesty and leadership.**

You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the following requirements, by leadership and example.

Accordingly, when acting in your capacity as a member or co-opted member:

1. You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.
2. You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
3. When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.
4. You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.
5. You must be as open as possible about your decisions and actions and the decisions and actions of your authority, and should be prepared to give reasons for those decisions and actions.
6. You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties, and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out below.
7. You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
8. You must act in such a way that a reasonable person would regard as respectful and not act in a way which a reasonable person would regard as bullying or intimidatory.

Registering and declaring pecuniary and non-pecuniary interests

9. You must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living as a husband or wife, or as if you were civil partners.
10. In addition, you must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary or non-pecuniary interests which your authority has decided should be included in the register.
11. If an interest has not been entered onto the authority's register you must disclose the interest to any meeting of the authority at which you are present, where you have a disclosable interest in any matter being considered and where the matter is not a sensitive interest.
12. Following any disclosure of an interest which is not on the authority's register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.
13. Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. Additionally, you must observe the restrictions your authority places on your involvement in matters where you have a pecuniary or non-pecuniary interest as defined by your authority.

Non-pecuniary interests

The Council has resolved to include non-pecuniary interests in those matters that should be declared by its Members. Those interests are deemed to be:

14. Any body of which the councillor is a member or in a position of general control or management and to which the councillor is appointed or nominated by the Council;
15. Any body exercising functions of a public nature of which the councillor is a member or in a position of general control or management;
16. Any body directed to charitable purposes of which the councillor is a member or in a position of general control or management;
17. Any body one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which the councillor is a member or in a position of general control or management.

It should be noted that standing orders do not require a councillor to restrict their involvement in speaking or voting, or to leave the room or chamber where there is a non-pecuniary interest in the business being conducted, unless the councillor decides to do so in other special circumstances.