

Woodmancote Neighbourhood Development Steering Group (“WNDPSG”)

Terms of Reference

Woodmancote Parish Council resolved to produce a Neighbourhood Development Plan, hereafter referred to as the “NDP”, following a positive response from a Parish Council Meeting on 11th July 2019. The NDP shall cover the area of Woodmancote Parish. The Parish Council, while retaining full responsibility for the NDP, recognises that the content of the NDP must be driven by the community and draw on the skills and expertise from outside the Council. The aforementioned Woodmancote Neighbourhood Development Plan Steering Group hereafter referred to as “WNDPSG” has therefore been created to lead the project to successful completion.

1. Purpose of the group

The WNDPSG brings together representatives of Woodmancote Parish Council along with stakeholders and members of the local community. Officers from the Tewkesbury Borough Council will assist the group but will not be full members. The purpose of the WNDPSG is to oversee the development and adoption of a NDP that benefits current and future parishioners whilst allowing for sustainable economic and social growth and development.

2. Role of the group

The role of the WNDPSG is to:

- Define the neighbourhood area.
- Agree a budget; including how this will be funded and managed, taking into consideration the appointment of specialist consultants or advisers.
- Agree the governance structure for the project; for example, any working groups and what their specific responsibilities will be.
- Prepare and agree a project NDP which complies with the legislative requirements for producing a NDP.
- Manage working groups.
- Ensure working groups have clear terms of reference related to their responsibilities and the project NDP.
- Consider the options and develop policies to inform the future development and use of land in the neighbourhood area.
- Ensure the NDP is supported by an effective on- going programme of communication and consultation with the community, businesses, developers, adjoining parishes and other key third parties.
- Liaise with statutory and other relevant authorities and organisations to ensure The NDP is as comprehensive and inclusive as possible.

3. Membership of the group

The WNDPSG will consist of local people, parish councillors and local businessmen and women as shown in the table below: The WNDPSG may include representatives of chambers of commerce, any local economic partnerships, local voluntary or community organisations or schools. It may also include representatives from specific local businesses or landowners in the area, or it may include a number of local residents. Of the WNDPSG mentioned above, sub-committees or working groups may be formed to undertake various aspects of the work involved in producing the NDP if this is appropriate for your area. The WNDPSG can also co-opt additional members to discuss particular issues where necessary or to join the

WNDPSG if required. These may be voting or non-voting members e.g. a Tewkesbury Borough council officer could be identified as an advisor to the group and could become an informal member of the WNDPSG.

During September 2019, Woodmancote Parish Council will launch the NDP and invite members of the community to join the WNDPSG. The selection of members for the WNDPSG from applicants will be based on the objective assessment of the existing WNDPSG members that new members of the team will positively contribute to the process and help create a WNDPSG which is representative of the community as a whole and do not have clear conflicts of interest or approach that is likely to prevent the NDP being completed in a professional and consensual manner.

4. Individual Member's responsibilities

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

- Able and willing to make decisions and recommendations on behalf of their body/organisation committed to helping to guide the preparation of the NDP.
- Supportive and committed to the process and its implementation.
- Willing to work with the group, accommodating views that are different from their own, seeking consensus and accepting compromise to reach agreement on the issues before the group.
- Open minded and able to consider the whole picture, not seeking simply to promote sectional interests.
- Able to represent the group and its work in a positive light to the wider community.
- Prepared to work with other groups/agencies in a constructive way to achieve the best outcomes for the area.

In the event that an individual from the WNDPSG cannot attend a meeting, a replacement delegate must attend in his or her place.

The Chairman of the WNDPSG is responsible for ensuring that the co-ordination of the WNDPSG will result in the delivery of a professional and workable Neighbourhood Development NDP that will pass through the various regulatory hurdles with the LPA, Examiner and Referendum. In particular, the Chairman will ensure that time is not wasted on areas that are irrelevant to a NDP, resolving disagreements between members and maintaining a professional and disciplined approach is taken to the work required to make this project a success.

5. Responsibilities of the WNDPSG

This will include:

- Assess existing evidence about the needs and aspirations of the Parish, commission any technical evidence, e.g. housing and infrastructure needs to support the development of a NDP, and identify gaps.
- Consider progress reports and work undertaken and agree appropriate course of action.
- Agree a programme of community engagement and public consultation at appropriate stages to ensure that the information gathered is representative of those living within Woodmancote. In particular this will involve the following areas:
 - Character Assessment

- Conservation Area and its setting
- Constraints – Boundary with Bishops Cleeve, AONB, Green Belt
- Sustainable Development including local housing need and environmental context e.g. climate change
- Design Code – what sort of development is preferred
- Community priorities for CIL and Section 106
- Undertake analysis, interpretation and reporting of the results from community engagement and public consultation activities, ensuring that they inform decision-making (either directly, or with the aid of consultants).
- Ensure that any planning related documentation complies with the Tewkesbury Borough councils Statement of Community Involvement (SCI) and is appropriate for adoption.
- Ensure consultation with, and co-operation from key stakeholders to ensure the deliverability of the project and of proposals included in the final NDP.
- Promote the appropriate development of the village of Woodmancote in accordance with the NDP.
- Work positively with the Tewkesbury Borough council to ensure the NDP is in conformity with the adopted development NDP.
- Work positively with the Tewkesbury Borough council in auditing the project plan or the use of any grant funding from the Tewkesbury Borough council.

6. Chairman and other Officers

WPC will appoint/elect a Chairman and the WNDPSG will elect the Vice Chairman from the Group members. Both the Chairman and Vice Chairman shall remain in that position following their election until completion of the project. The Chairman, or in his/her absence the Deputy Chairman, will be responsible for dealing with any media enquiries and will also update the Parish Councillors should they not be able to attend any of the meetings.

Should any member of the group have a complaint about the conduct of the Chairman or the Vice Chairman, this complaint should be sent to the Chairman of Woodmancote Parish Council who will have the responsibility to investigate.

7. Substitutes

If a member of the group is unable to attend a meeting, they should arrange for a substitute from the organisation they are representing to attend in their place. Where no suitable substitute is available, then representations or comments will be accepted via email correspondence. This should be submitted to the group no less than three days prior to the date of a meeting.

8. Commitment from Woodmancote Parish Council (WPC)

The WPC will:

- As detailed in Section 1, the parish council will review all new WNDPSG Minutes and Correspondence at each Parish council meeting and provide feedback in order to close the information loop
- Provide the Chairman and two Councillors who are the initial members of the WNDPSG and who will represent the Parish Council at WNDPSG meetings. These are currently James Nicholson-Smith, Keja Berliner and Caz Cameron. If any unavailable to attend a meeting, the parish council will endeavour to send another Councillor as a replacement for that meeting.

- Provide a link from the NDP website to the parish council website when it becomes available.

9. Commitment from Tewkesbury Borough Council Officers

Tewkesbury Borough Council Officers will be performing an advisory role although this will be subject to the availability of resources. Jane Wormald has informed us that she is changing roles and joining the JCS team and there are no NDPs to backfill her position. They should seek to ensure that all recommendations or outcomes of this process are in compliance with current policies and/or strategies and that they are used to inform the future development of policies, strategies or direct implementation of work. Other responsibilities include:

- Initial advice and an introductory meeting to explain the process.
- Advice on an appropriate consultation strategy and how consultation should be recorded.
- Advice on the evidence needed to prepare the NDP and details of statutory consultees.
- A 'critical friend' role throughout the drafting of the NDP, attending WNDPSG meetings where necessary to provide advice and support.
- Reviewing draft documents to ensure they meet the basic conditions.
- Support for publicity that the group may wish to carry out where possible/practicable.
- Advice and support dealing with the media and publicising documents.
- Bring in resources as required from other teams across the Tewkesbury Borough Council to provide additional specialist advice.
- Facilitate discussion where the WNDPSG has conflicting views.
- Identify best practice from elsewhere.

10. Meetings

The group will meet at key stages in the development of the NDP. The dates and frequency of the meetings will be discussed and decided by the group, taking into account the workload and depending on the stage of the process. The date of the next meeting will be decided by the group at each meeting in order to ensure that maximum attendance can be achieved. If all are not available then substitutes will be assigned following section 6 in this document. The WNDPSG members will receive an agenda at each meeting, with any important documents that need to be reviewed circulated to the group at least 5 working days before a meeting. Minutes of all meetings will be recorded and kept on file for reference. Draft minutes will be circulated to all members following each meeting once they have been approved by the Chair. In accordance with the Freedom of Information Act (2000), the WNDPSG will make available to the public: minutes of meetings, policies and procedures, details of its organisation and structure and information on budget, expenditure and allowances.

11. Decision Making

All members of the WNDPSG, with the exception of co-opted members (e.g. Tewkesbury Borough council employees), will have an equal vote in decision making. However, it is likely that some decisions will be in the form of a recommendation to the Town/Parish Council or the Tewkesbury Borough Council for their consideration. Decisions made by the group should normally be by consensus at group meetings. If this is not possible then decisions will be taken by vote, with

each member present having one vote, and a simple majority will be required to support a decision. A minimum of six members must be present to enable decisions to be taken. The Chair, or in their absence the Vice Chair shall have the casting vote.

12. Conflicts of Interest

WNDPSG members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company/organisation arising from the topic being discussed and decisions or recommendations of the group. Members of the Group cannot vote or participate in areas of the project were their conflict of interest could or could be seen to have a bearing.

Should a conflict of interest arise or become an impediment to the progress of the Neighbourhood Development NDP, the Chairman of the WNDPSG is empowered to terminate that person’s membership of the WNDPSG. Should that person object to the decision, it can be referred to the Chairman of WPC to decide whose decision is final.

13. Composition and Accountability

The WNDPSG will be disbanded upon completion of the project at a time that will be agreed by the group or the Parish Council.

Name	Role in WNDPSG
James Nicholson-Smith	Member of Parish Council (Chairman)
Emma Bennett	Local Resident (Vice Chairman) (Temporary Secretary – until WNDPSG appoint a replacement)
Keja Berliner	Member of Parish Council
Caz Cameron	Member of Parish Council Local Resident Local Resident Local Resident Local Resident Local Resident Local Resident Local Resident Local Resident Local Resident

The Steering group will be disbanded upon completion of the project at a time that will be agreed by the group or the Parish Council. Until completion, the WNDPSG are required to report back regularly to Woodmancote Parish Council on progress, significant issues and budgetary implications. They must also share minutes of all WNDPSG meetings with the Parish Council, who will then review these at the next available Parish Council Meeting. they will then provide any feedback or queries regarding current progress, thereby closing the information loop.