



HORNCASTLE NEIGHBOURHOOD DEVELOPMENT PLAN - TERMS OF REFERENCE

INTRODUCTION

Horncastle Town Council has agreed with East Lindsey District Council to work in co-operation to produce a Neighbourhood Development Plan [The Plan] for the Parish of Horncastle. In order to produce The Plan a Steering Group has been established.

MEMBERSHIP OF THE STEERING GROUP

The Steering Group will consist of a manageable number of Horncastle Parish residents and 2 members of Horncastle Town Council. The Steering Group may form sub-committees to undertake various aspects of the work involved in producing the Neighbourhood Development Plan.

The Steering Group will be advised and supported by Officers from East Lindsey District Council.

ROLES AND RESPONSIBILITIES OF THE STEERING GROUP

The Steering Group will:

- Report to and liaise with Horncastle Town Council, keeping them appraised of the progress of The Plan and ensure that they continually represent the Council's views and concerns.
- Record Minutes of their meetings and email these to The Town Clerk for reference.
- Liaise, in consultation with Horncastle Town Council, with the local community, promoting The Plan, answering questions and concerns and contribute to any public consultation events.
- Be supported by the District Council to establish the future development needs of the Parish.
- Be supported by the District Council to develop policies to inform the future development and use of land in the Parish.
- Identify and define the development boundaries applicable to The Plan.
- Work together for the benefit of the community and to draw up the Neighbourhood Development Plan, making any revisions necessary as a result of the ongoing consultation process.
- Support Horncastle Town Council through the referendum process.

The District Council Representatives on the Steering Group will:

- Support the Steering Group, providing professional planning advice and any relevant evidence to aid the development of The Plan.
- Ensure that The Plan conforms to national and local policy and will be sound at Examination by advising the Steering Group, as necessary.
- Provide and carry out training to ensure all parties are equipped to make the relevant decisions around the plan-making process.
- Work with the Steering Group and the local community to establish the future development needs of the Parish.
- Work with the Steering Group to develop policies to guide the future development and use of land in the Parish.
- Assist in arranging for a Sustainability Appraisal and an Appropriate Assessment to be carried out on The Plan.
- Work with the Steering Group to ensure there is engagement and consultation with the local community throughout the plan-making process.
- Ensure that any other relevant statutory bodies or parties, as necessary, are involved in the plan-making process.
- Arrange for The Plan to be subjected to a referendum.
- Arrange, with agreement from the Steering Group, for the Examination of the Plan to be carried out.

PROBITY and TRANSPARENCY

To ensure that the plan-making process is inclusive, open and transparent and to uphold the probity of the Steering Group, the following will be maintained:

- The Agenda for all meetings of the Steering Group will contain a Declaration of Interests item.
- All Members of the Steering Group must declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the Steering Group.
- Personal interests may include membership of an organisation, ownership of interest in land (directly or indirectly) or a business or indeed any other matter likely to be relevant to the work undertaken by the Steering Group.

- The Steering Group will ensure that there is no discrimination in the plan-making process and that it is an inclusive, open and transparent process to all community groups, those wishing to be involved in the process and those wishing to undertake development.
- Members of the Steering Group will treat other Members with dignity and respect and allow Members to air their views without prejudice and interruption.

FUNDING

- Funding matters will be the responsibility of Horncastle Town Council and will be managed by them.
- The Steering Group will report the on-going budgetary implications associated with the project; specific funding issues being referred to The Responsible Finance Officer for attention.

GENERAL MATTERS

The Terms of Reference will be continually reviewed during the life of the project and relevant amendments will be made following recommendations by the Steering Group either to Horncastle Town Council or directly by Horncastle Town Council.

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