

## **Appendix 2:**

### **Barton Parish Council & Myerscough and Bilsborrow Parish Council Neighbourhood Plan Steering Group Terms of Reference.**

#### **Acronyms**

***Barton Parish Council (BPC)***

***Barton Village Neighbourhood Plan (BVNP)***

***Barton Village Neighbourhood Plan Steering Group (BVNPSG)***

***Myerscough & Bilsborrow Parish Council (MBPC)***

#### **Introduction**

In 2016 discussions were held between Barton Parish Council, Myerscough & Bilsborrow Parish Council and Preston City Council & Wyre Borough Council with regards to the Government's policy and legislative provisions relating Neighbourhood Planning. It is intended that these legislative provisions and Government policy will enable communities to actively influence the use of land and future development, as part of statutory planning. The Parish Councils of Barton and Myerscough & Bilsborrow wish to take the opportunity to shape future development in the area of Barton Village whilst safeguarding and enhancing what is valued within the wider community.

Following numerous discussions and meetings a Steering Group will be established to oversee the process of preparing a Barton Village Neighbourhood Plan within the context of National Planning Policy, Preston City Council & Wyre Borough Council Local Plans.

#### **1. Purpose**

- i) The main purpose of BVNPSG is to oversee the preparation of the BVNP in order that the BVNP will then progress to Independent Examination and a successful community referendum and ultimately be adopted by Preston City Council & Wyre Borough Council to become planning policy.
- ii) The (BVNPSG) will engage the local community to ensure that the Plan is truly representative of the ambitions of Barton Village. The group will maximise support for the approach taken in the (BVNP) by ensuring high levels of community engagement throughout the plan-making process.

#### **2. Principles**

- i) That the BVNPSG will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to options and ideas from all members of the community.
- ii) All decisions made shall be fully evidenced and supported through consultation with the local community.
- iii) The BVNP will complement National Planning Policy, Preston City Council & Wyre Borough Council Locals Plans.

### **3. Roles & Responsibilities**

i) In order to achieve this, the BVNPSG will carry out the following roles:

(1) Be accountable for steering and providing strategic management of the (BVNP).

(2) Produce, monitor and update a project timetable.

(3) Produce a consultation and engagement strategy, showing how the public will be involved throughout the process.

(4) Regularly report back recommendations to the BPC & MBPC for collective endorsement and agreement in respect of the BVNP.

(5) The Neighbourhood Area map is available and defined on page 5 of this document (Appendix 2) hereto and the area that lies within Myerscough and Bilsborrow Parish (and Wyre Borough) is shown hatched in red.

(6) To undertake analysis and evidence gathering to support the plan production process.

(7) Actively support and promote the preparation of the BVNP throughout the duration of the project.

(8) Identify sources of funding.

(9) Liaise with relevant authorities and organisations to make the plan as effective as possible.

(10) Gather data from a wide range of sources to ensure that conclusions reached are fully evidenced and that the aspirations and issues of all residents are understood.

(11) Consult as widely and thoroughly as is possible to ensure that the draft and final BVNP is representative of the views of residents.

(12) Agree, subject to ratification by BPC & MBPC, a final submission version of the BVNP.

### **4. Membership**

i) The BVNPSG will be made up of a cross-section of volunteers from the community and Parish Councillors. Representation is required from both parish councils in equal measure in the form of parishioners and councillors.

ii) Membership of the BVNPSG will be open to the public indefinitely, up to a maximum of 11 volunteers/members in total for the BVNPSG.

### **5. Decision Making**

i) The BVNPSG has delegated authority from BPC & MBPC to deliver a plan, making representations up to and including publication of the BVNP Consultation Draft document.

The group will report Bi-Monthly to the Parish Councils of BPC & MBPC setting out progress to date. The Parish Councils will be responsible for approving the submission draft BVNP prior to Submission to the Local Planning Authority for consultation and independent examination.

ii) The plan-making process remains the responsibility of BPC & MBPC as the lead qualifying body.

iii) The BVNPSG meetings will be scheduled every 8-10 weeks.

iv) Where possible, all meetings should be held within Barton Village. The dates of future meetings will be made publicly available via both Parish Council websites.

v) The BVNPSG will elect a Chair, Treasurer and Secretary from its membership to remain in those positions until the project is completed. If these positions should become vacant, the group will elect an alternate.

vi) The Secretary shall keep a record of meetings and circulate notes to BVNPSG members and both Parish Councils in a timely fashion. Minutes shall be made available on both Parish Council websites.

vii) At least 5 clear days' notice of meetings shall be sent to members via email or an alternative communication method.

viii) Decisions made by the BVNPSG should normally be by consensus at BVNPSG meetings. Where a vote is required each member shall have one vote and a simple majority will be required to support any motion. . The Chairman shall have one casting vote.

## **6. Working Groups**

i) The BVNPSG may establish working groups, made up of volunteers from the community to aid them in BVNP related work.

ii) Each working group should have a lead person from the BVNPSG.

iii) Members of the community will be encouraged to participate in the process at all stages.

## **7. Finance**

- i) All grants and funding will be applied for and held by the BPC, which will ring-fence the funds for BVNP work.
- ii) The BVNPSG will notify BPC, advising them of any planned expenditure before it is incurred. MBPC is not liable for any associated costs relating to the BVNP.

## **8. Conduct**

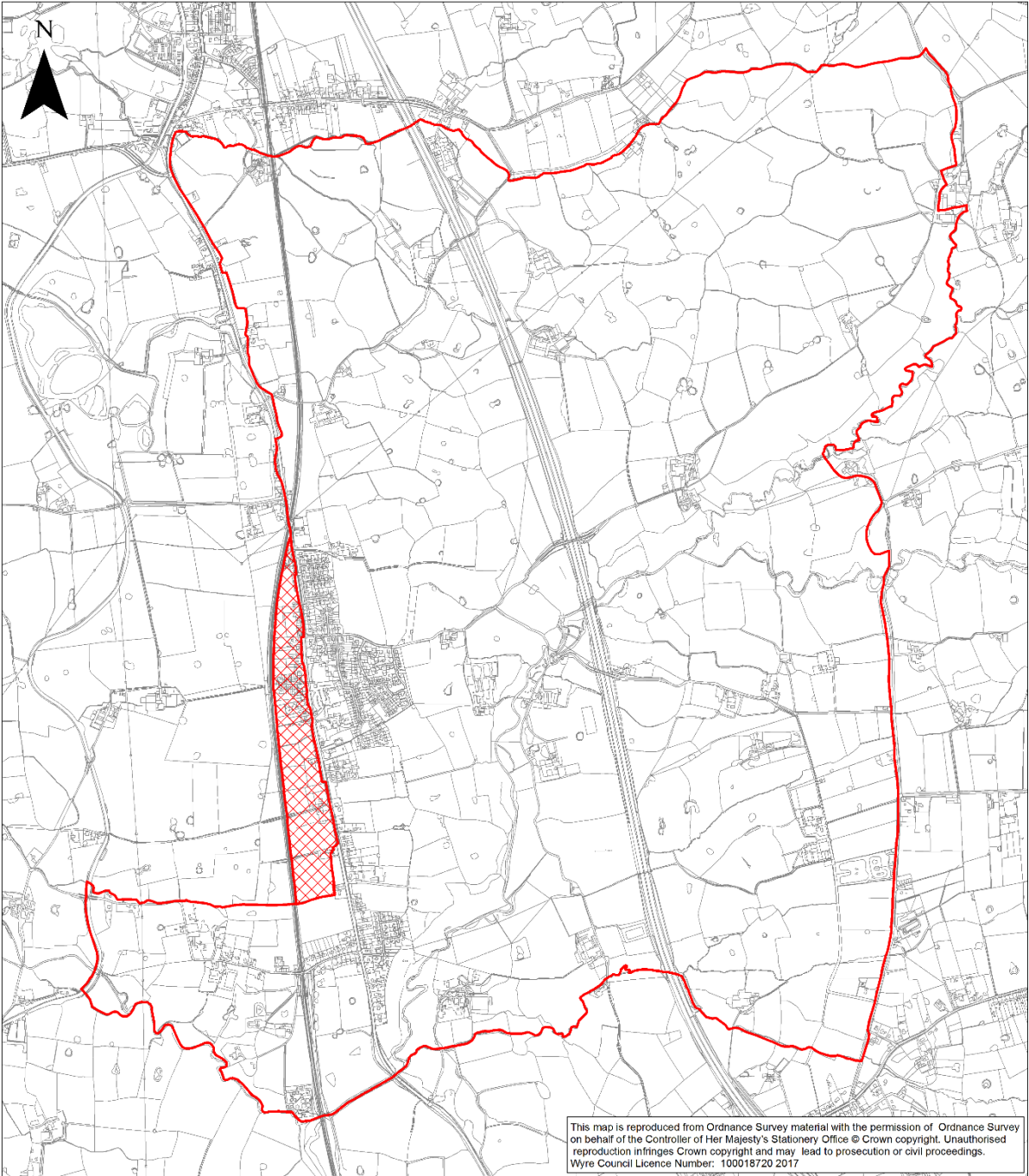
- i) It is expected that all BVNPSG members abide by the principles and practice of both Parish Councils' Code of Conduct including declarations of interest.
- ii) Whilst members as individuals will be accountable to their parent organisations, the BVNPSG as a whole is accountable to the wider community for ensuring that the plan reflects their collective expectations.
- iii) The BVNPSG will achieve this through applying the following principles: (1) Be clear and open when their individual roles or interest are in conflict.  
(2) Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief.  
(3) Actively promote equality of access and opportunity.



## **9. Changes to the Terms of Reference**

- i) Changes to the ToR may be proposed by BVNPSG or BPC or MBPC. Changes can only be authorised and with the approval of both BPC and MBPC.

## **10. Dissolution**

- i) The BVNPSG will be dissolved once its objectives have been attained and/or when BPC or MBPC consider its services are no longer required.
- ii) The BVNPSG will then dispose of any remaining funds held in accordance with any conditions imposed by the grant funders and linked to the spending priorities of Barton Village.
- iii) In the event of differences between BPC and MBPC and after the use of external mediation these differences are irreconcilable, BVNPSG will be dissolved.



-  Proposed Barton Village Neighbourhood Boundary (Preston City Council)
-  Proposed Myerscough and Bilsborrow Parish Boundary within the Barton Village Neighbourhood Plan (Wyre Council)