

These Terms of Reference (ToRs) are developed to demonstrate a transparent governance with a clear and auditable decision making process. The ToRs are specifically for official bodies and the general public. The ToRs will be regularly reviewed and amended during future Grafton Parish Council meetings

## Engagement process for the Plan Steering Group

At the meeting held on September 13<sup>th</sup> 2021 Grafton Parish Council unanimously agreed to undertake a Neighbourhood Plan, with the objective of considering Parish resident's views concerning future housing and infrastructure requirements until 2034.

The Parish Council agreed to engage a consultant in order to best achieve the objective of the Council. A grant application is being completed to fund the processes required to achieve the Plan. The Grafton Neighbourhood Plan Steering Group (from here on to be known as GNPSG) was set up prior to the Parish Vision Meeting on 25 April 2022 to which all residents were invited and from which minutes were published on May 26<sup>th</sup>.

## Purpose/Objectives

A Neighbourhood Plan will give the Parish the power to try and influence Wiltshire Council's decisions regarding what, where and when housing and infrastructure development can be undertaken.

### **The purpose of the GNPSG is to:**

- Engage with the local community to establish support and guidance as to the future development of the Parish.
- Engage with Wiltshire County Council Planning and Economic Development Team.
- Provide and establish lines of communications between all interested parties as to the development and future growth of the Parish.
- Provide a record of engagements, decisions and progress regarding the development and establishment of the Grafton Parish Neighbourhood Development Plan.

## Tasks and Activities

### **The GNPSG will engage with:**

- Local community.
- Wiltshire County Council.
- Other Local and National planning bodies.
- Andrea Pellegram as the Neighbourhood Group prime consultant.

## Group Membership and their Roles

### **The GNPSG is bounded by:**

- Members of the GNPSG are to agree to be bound by the Seven Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership
- GNPSG committee members are also expected to abide by Grafton Parish Council (GPC) Code of Conduct.
- Members of the public should make themselves familiar with the GPC's Code of conduct and follow its principles where possible. This applies principally to those who are not Parish Councillors and who join the GNPSG

### **The standing members of the NPSG committee and their primary roles are:**

- Maria Vonsova (Clerk to the Parish Council)- ensuring that the NPGSG follows all regulations and that their actions are recorded.
- Richard Pash (Chair)- the chair is the driving force for creating, pushing forward and delivering the NP

- Ed Nelson (Vice-Chair)
- David Lemon (standing member)
- Mike Hatherell (standing member)
- George Hosier (standing member)

## Group Membership and their Roles (continued)

### **Members of the public will be asked to assist the GNPSG when required when:**

- The person possesses the skills needed for the GNPSG
- The person possesses the skills which would be beneficial to the process of completing GNP
- The Chair or Vice-Chair GNPSG invites the person in writing to join the GNPSG with a clear purpose and clear description of their role allocated on the GNPSG. If the member of the public wishes to accept this role they are requested to accept by either written or electronic means within 7 days of the offer being made.

### **Resignation and ceasing of membership from the GNPSG:**

- If a member of the GNPSG (including a parish councillor or appointed member of the public) fails to attend 3 consecutive meetings (without an apology provided at least of 3 calendar days prior to the meeting) the member of the GNPSG will be deemed to have resigned from the GNPSG:
  - i) The chairman or vice-chairman has to notify the member of the GNPSG of the withdrawal their membership via written correspondence (either physical or electronic).
  - ii) The notification has to include the reason for ceasing membership.
- If a member of the GNPSG wishes to resign from their role from the GNPSG, they are to provide the Chairman with written notice of their registration at least two weeks (14 days) prior to the next GNPSG meeting- in order to allow the committee to find a replacement and to avoid any delay in the delivery of the NP

## Training in Neighbourhood Planning for Members of the GNPSG

It is advisory for all members of the GNPSG to have a good level of understanding of their neighbourhood and the areas of the Grafton Parish that they are expected to cover. This level of understanding will be achieved via the completion of a number of online courses provided by Wiltshire Council.

## Meeting arrangements

### **Frequency of meetings:**

- The 8 week/bimonthly meeting frequency can be interrupted by periods of holidays. Replacement dates must be agreed, and circulated, by the members of the GNPSG.
- The meeting frequency can be interrupted by unforeseen circumstances; in which case the Chairman must call an emergency meeting with a minimum of seven days' notice.
- Chairman of the GNPSG can call an emergency meeting with a minimum of three days' notice.
- Any changes to the time and location for the next GNPSG meeting must be agreed by the GNPSG committee and published in the minutes and at the following Parish Council Meeting.

### **Meeting location and action points:**

- The Chairmen is to set clear recommendations at the end of each meeting for the action of any arising points for members of the GNPSG.
- The GNPSG meeting will take place at the Thatch Barn, Manor Farm, Wilton, Wilton, either in person or via an online platform. Meetings can be held at another location as agreed by the committee at a previous meeting or announcement.
- A valid quorum of the meeting will be achieved by the attendance of 4 members of the GNPSG. This quorum may include members of the public who have joined the GNPSG.
- A successful GNPSG voting outcome will be with simple majority; with the Chairman having the casting vote in the event of a tie.
- Decisions requiring a financial expenditure will be referred to Grafton Parish Council. The GNPSG will provide Grafton Parish Council with full financial details and the reasons for any expenditure.

## Finance

Finances related to the GNPSG will be referred to the Grafton Parish Council at the next Parish Meeting.

## Conflict of interests

GNPSG members (councillors and members of the public) are to formally state a conflict of interest, where there is a protentional for financial benefit for themselves, their relatives or their interested concerns. This should be done in writing (physical or electronic) to the GNPSG Chairman.

## Data Protection

Issued National Data Protection (DP) guidelines are to be followed at all times.

## Freedom of Information and Transparency

GNPSG adopts and strongly champions a clear and transparent way of working in all that it does. This will be demonstrated by:

- Publishing minutes of each meeting with:
  - clear and detailed points of discussion
  - the decision making process
  - implementation details regarding any decision
  - clear descriptions of all action points for members of the SG
  - follow-up information for each action point
- All information collected (positive or negative) during preparation process will be available to official bodies or member of the public on receipt of a formal request.
- All GNPSG will comply with the Freedom of Information guidelines.

## Changes of the ToR

Changes, once agreed by the GNPSG either in person at a GNPSG meeting or via email correspondence, will be adopted at the subsequent GNPSG meeting and ratified at the following Parish Council meeting

## Dissolution of the Grafton Neighbourhood Plan Steering Group

The GNPSG will cease to exist when:

- The public referendum shows a decision not to pursue with the designed GNP.
- GNPSG fulfils its role by delivering the GNP.

The Chair of the SG will inform the Parish Council either personally at the next Parish Council Meeting, or at the earliest opportunity by email, of the decision to terminate the existence of SG.

These Grafton Neighbourhood Plan Steering Group TORs have (to the best of the committee's knowledge) been written to align with received guidance and to comply with National and Local legalisation. However these National and Local official guidelines should be seen as being the official documentation with this ToR providing a supportive role.

### **Adoption of the GNPSG**

At the meeting of the Grafton Parish Council on \_\_\_\_\_

These Terms of Reference were unanimously accepted by the Grafton Parish Council as recorded in minute reference \_\_\_\_\_

Signed D Lemon (Chair) \_\_\_\_\_

Signed M Vonsova (Clerk to the GPC) \_\_\_\_\_