

Terms of Reference Neighbourhood Plan Steering Group

Purpose

The Neighbourhood Plan Steering Group (“the NPSG”) is an advisory body to the Wareham Town Council for all matters that directly relate to the Neighbourhood Plan. The NPSG’s purpose is to oversee the review of the Neighbourhood Plan and ensure that any amendments to the Plan are recommended to Wareham Town Council for approval and submission to the Unitary Authority following the statutory process.

Authority, Powers and Duties

- (a) The NPSG has delegated authority from the Council under Standing Order No. 4 to consider the Wareham Neighbourhood Plan, and to make decisions in accordance with its Terms of Reference.
- (b) The Chairman and Vice Chairman shall be elected at the first meeting of the Committee following the Annual Town Council meeting and shall be composed of a Chairman and Vice Chairman. All Councillors shall be members, and the Committee may have non-Councillors also sitting as Committee members. The quorum for the group is six.
- (c) All powers shall be exercised in accordance with any Standing Orders, policy adopted, or directions given, by the Town Council.
- (d) All power and duties of a Town Council in respect of the powers conferred on it from time to time under the Localism Act 2011, remain with the Town Council.

Areas of Responsibility

The following shall constitute the NPSG’s areas of responsibility:

- (1) To make observations in respect of the existing Neighbourhood Plan and to monitor its success, advising the Town Council accordingly.
- (2) To make the Town Council aware of any updates and changes within Planning legislation and frameworks which may pertain to the Neighbourhood Plan.
- (3) To oversee the review of the Neighbourhood Plan and make a recommendation to the Town Council to approve the review and arrange the necessary steps for adoption.
- (4) To carry out any necessary consultation within the community and local businesses to facilitate any review of the Neighbourhood Plan.
- (5) To recommend to Council, or an appropriate committee, consultation responses which impact the Neighbourhood Plan, and to submit supporting responses in keeping with Council’s adopted response or existing policies. Such supporting responses should be distinct from and separate to the Town Council response so as to not infer a response on behalf of the Town Council.

Review

Terms of Reference for the Neighbourhood Plan Steering Group shall be reviewed annually at the Council’s Annual Meeting.