# Faversham Neighbourhood Plan Steering Group

# Terms of Reference

### 1. Background

Faversham Town Council at its meeting on 11<sup>th</sup> November 2019 Resolved that it will create a Neighbourhood Plan.

### 2. Purpose/Objective of the Steering Group

- 2.1 Faversham Town Council is the qualifying body for the preparation of a Neighbourhood Plan for Faversham and will remain responsible for public engagement, consultation and communication. The Town Council has agreed to establish a Neighbourhood Plan Steering Group to guide and agree the content of the plan and all associated evidence.
- 2.2 The objective of the Steering Group is to produce a sound draft Neighbourhood Plan for Faversham that defines the spatial planning policy priorities, taking into account all representations made during the plan-making process and having regard to all relevant existing plans and evidence.
- 2.3 The Technical Committee will work for the Steering Group assisting in developing the evidence base for the Neighbourhood Plan.
- 2.4 The relationship structure is set out in diagram 1.

### 3. Role of the Steering Group

- 3.1 The role of the Steering Group will be to manage and guide the development of the Neighbourhood Plan and to assist with community engagement.
- 3.2 The Steering Group will manage relationships with other bodies.

### 4. Steering Group Membership

- 4.1 The Steering Group will comprise of the following members:
- Four members of Faversham Town Council (The Mayor and three others)
- Two members of Faversham Future Forum (The Chairman and one other)
- 4.2 Membership may be reviewed as deemed necessary by the Town Council
- 4.3 The Steering Group will revise the Terms of Reference quarterly.

### 5. Meetings

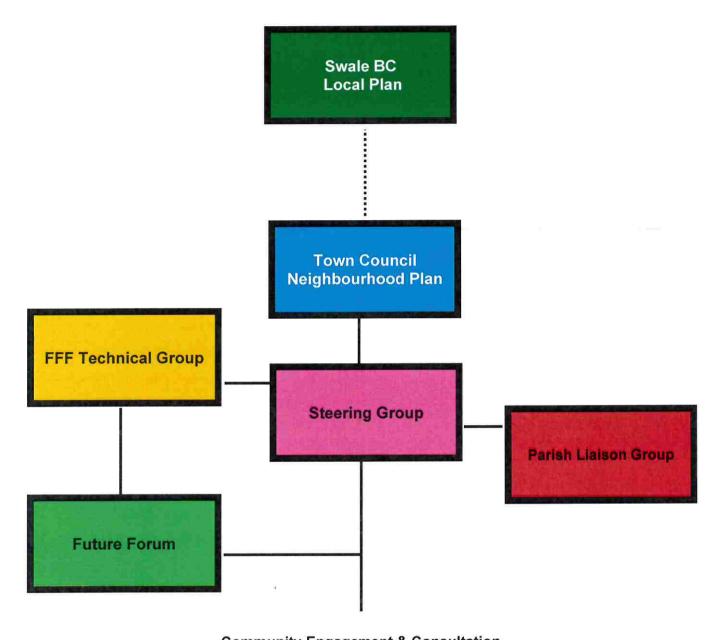
- 5.1 The Steering Group will meet on the 1<sup>st</sup> Monday of the month at 7.30pm in the Town Hall (or other venue arranged by the Town Council).
- 5.2 The Steering Group will elect a Chair from Faversham Town Council and Vice-Chair who maybe someone other than a Town Councillor.
- 5.3 Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required each member shall have one vote. A minimum of four members shall be present where matters are presented for decisions to be taken. A simple majority will be required to support any motion.
- 5.4 The Steering Committee when necessary may make decisions by email.
- 5.5 The Steering Group may invite technical specialists to attend meetings by invitation of the Chair.
- 5.6 Meetings of the Steering Group shall be held in accordance with Faversham Town Council Standing Orders.

### 6. Reporting and Communication

- 6.1 Each Steering Group meeting will be reported to the Town Council. The Town Council make the necessary decisions on the development of the Neighbourhood Plan.
- 6.2 Minutes of the Steering Groups meetings will be presented at Town Council each month.
- 6.3 All members of the Steering Group shall declare relevant interests in a register to be maintained by the Secretary. Members shall be responsible for notifying the Secretary of any changes in their interests.
- 6.4. Faversham Town Council will mange the communication strategy for the Neighbourhood Plan.

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# **Faversham Neighbourhood Planning Structure**



# Abbey Priory St Anne's Watling