

# 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:

- Minimum of five members of Faversham Town Council
- Two members of the former 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 annually.

## 5. Meetings

5.1 The Steering Group will meet on the 4<sup>th</sup> Monday of the month at 7pm in the Guildhall (or other venue arranged by the Town Council). Following Government guidelines the meetings will be held virtually (via Zoom) during the COVID19 pandemic.

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. The communication strategy for the Neighbourhood Plan will be proposed by Steering Group and approved by Faversham Town Council

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