

## **Lingfield Neighbourhood Plan**

### **Name and Area**

1. The name of the group shall be “Lingfield Neighbourhood Plan Steering Group”, henceforth referred to as “the Steering Group” in this document.
2. The Neighbourhood Plan will cover the parish area of Lingfield as defined in the map submitted to and approved by Tandridge District Council on the 18 June 2014.

### **Purpose**

3. The Lingfield Parish Council instructs the Steering Group to produce a Neighbourhood Plan as voted at the Annual Parish Assembly held on the 15<sup>th</sup> of April 2014.

The purpose of the Steering Group shall be to produce a Neighbourhood Plan for the Lingfield Parish area as directed by Lingfield Parish Council.

4. The Neighbourhood Plan will be produced with due consideration for the needs of all residents and businesses in the area, now and in the future.
5. The Neighbourhood Plan will seek to improve the social, economic and environmental well-being of the area and those residing within it.
6. The Steering Group shall achieve the following goals in partnership with the Parish Council and Tandridge District Council:

- i. Manage and co-ordinate the production of a Neighbourhood Plan that is representative of local views.
- ii. Co-ordinate effective engagement with all members of the community on a number of aspects relating to the Neighbourhood Plan.
- iii. Effectively communicate findings, ideas and approaches for the Neighbourhood Plan to the Parish Council and the wider community.
- iv. Identify support, resources and funding needed for stages of the process.
- v. Provide full breakdowns of planned expenditure, including for applications for grant funding
- vi. Submit in advance to the parish council for approval of requests for expenditure greater than £100
- vii. Manage the decision making process in an open, transparent and accessible way.
- viii. Identify areas, or specific sites, to accommodate the necessary development, in accordance with the Tandridge District Council Core Strategy and Detailed Policies
- ix. Promote growth that is suitable for the Lingfield Parish area as part of maintaining a balanced and thriving community.
- x. Produce appropriate timescales and delivery mechanisms for the Neighbourhood Plan or revisions as necessary.

- xi. Produce a Neighbourhood Plan that is consistent with national and district policies
- xii. To take the Neighbourhood Plan to adoption by the District Council.
- xiii. To adhere to the terms and conditions of the Grants or Direct Support, ensuring monitoring reports are submitted at the required intervals

### **Relationship to Lingfield Parish Council**

7. In respect of the Lingfield Neighbourhood Plan, the Lingfield Parish Council, as the responsible body under the Localism Act, has agreed that it will:

- i. Support the preparation of the Lingfield Neighbourhood Plan providing sufficient assistance and financial resources to ensure that the plan is prepared expeditiously providing that overall expenditure falls within the budget allocated by the Council.
- ii. Support the Steering Group to ensure that the Plan conforms to national and local policy, and is sound and robust enough to withstand independent examination. Outside professional expertise and aid may be sought to ensure that this objective is met.
- iii. Facilitate, if required, contact with the relevant statutory bodies or parties who must be consulted during the plan making process.
- iv. Carry out all statutory duties contained within the Neighbourhood Planning (General) Regulation 2012 and engage with Tandridge District Council during the referendum process of the plan for which the principal authority is responsible.
- v. Following the preparation of the draft plan, submit the plan to the Local Planning Authority for inspection and independent examination.
- vi. Provide a Link Councillor - to represent the Parish Council who will provide a brief report and/or funding requests to the parish council as an agenda item in the parish meetings.

8. The Council agrees that the role of Link Councillor is to act as a conduit for ensuring that information passes to and from both groups.

### **Steering Group Membership**

9. The Steering Group shall consist of no less than ten individuals who live or work or have an appropriate interest (including land or business) in Lingfield Parish, no less than one individual representing the Parish Council, and no less than one individual representing the District Council. Profiles of the members of the Steering Group shall be made publicly available.

10. The Steering Group shall elect its own officers in accordance with a clear structure to be publicly available. These should include a chairperson, finance officer/treasurer, secretary, and communications officer. Additional roles such as Topic group leaders, event co-ordinators, etc, may be allocated by the Steering Group and these will be recorded in the minutes.

11. The Steering Group shall appoint Topic Groups to operate on its behalf. Involvement in the Topic Groups shall be open to all people who live, operate a business, or hold a specific interest in the Lingfield Parish area, and will be expected to exercise balanced consideration for the needs of all aspects of the local community.

### **Exclusion from the Steering Group and Topic Groups**

12. Members may be excluded from the Steering Group or Topic Group for conduct and behaviour that is disruptive and does not promote the aims and objectives of the Steering Group or Topic Group. Exclusion of members will be by a majority vote of the Steering Group.

### **Affiliations, Interests and Contributions**

13. The Steering Group shall not be affiliated to any political party, but will welcome the involvement of ward councillors as community representatives.

14. All members of the Steering Group must declare any personal interest that may be perceived as being relevant to a decision of the group. This may include membership of an organisation, ownership of land or a business, or any other matter that may be considered to be relevant. Such declarations shall be recorded and be publicly available.

15. Organisations and businesses may assist in the production of the Neighbourhood Plan and may contribute to the cost of producing it. Details of any donations or assistance must be made publicly available and must not influence the recommendations of the plan.

### **Meetings**

16. The Steering Group shall aim to meet once per calendar month, or as may be required, with a minimum of five clear working days' notice given prior to a meeting taking place. Agenda items should be agreed with the chairperson(s) at least five clear working days and will be circulated at least three clear working days prior to the meeting.

17. A nominated individual, shall maintain minutes of each meeting to be made reasonably available to the members of the Steering Group within seven days of the meeting and to members of the public within fourteen days of the meeting via the Lingfield Neighbourhood Plan website [www.lingfield.info](http://www.lingfield.info) .

18. Any matters of disagreement at a meeting may be decided upon by majority of votes. **A minimum of seven voting members** of The Steering Group will represent **a quorum** enabling the aims and objectives of the Group to be considered. Voting will be by way of a simple majority and the quorum excludes those without a vote or who abstain. Votes are only available for members of The Steering Group who have signed up to this constitution.

19. The public and press shall be admitted to all meetings of the Steering Group but at any such meeting the public and press can be instructed to withdraw from the meeting if a majority of the Steering Group present vote that it is advisable in the public interest that they do so in view of the sensitive or confidential nature of the matter about to be discussed.

20. If a member of the public interrupts the proceedings of any meeting the Chairman may after a warning order that the person concerned withdraw from the meeting and may adjourn the meeting until this has happened.

21. The Topic Groups shall meet as and when necessary for their topic area. At least 5 clear working days' notice shall be provided for each Topic Group meeting and discussion topics circulated with notice. These meetings do not need to be held in public but they must be recorded and notes provided which should be available on request.

22. Discussion topics and agendas for any meetings that the public may attend should be made publicly available at least 5 clear days prior to the meeting on the website.

Note: As of February 2015 the Steering Group meetings are normally held on the first Monday of each month in the Lingfield and Dormansland community Centre at 8pm.

### **Constitutional Amendments**

23. Should any amendments be required to the constitution, this shall require a majority vote within the Steering Group.

### **Freedom of Information**

24. In accordance with the Freedom of Information Act (2000), as an extension of a local authority, the Steering Group will make available to the public, minutes of meetings, policies and procedures, its organisational structure and information on budget, expenditure and allowances.

### **Data Protection**

25. In accordance with the Data Protection Act (1988), the Steering Group will assess whether the release of any personal information about individuals would be fair, or whether it is exempt from the requirements of the Freedom of Information requirements.

### **Dissolving the Lingfield Neighbourhood Plan Group**

26. At the conclusion of the Lingfield Neighbourhood Plan the Lingfield Parish Council and Steering Group should discuss the future working of the Steering Group. If the Steering Group wishes to dissolve it must notify the Parish Council.

(as presented to and approved by Lingfield Parish Council 31 March 2015)