

RUSPER PARISH COUNCIL NEIGHBOURHOOD PLAN

STEERING GROUP TERMS OF REFERENCE

- 1 The purpose of the Steering Group (SG) is to create a draft Neighbourhood Plan (NP) for Rusper Parish in partnership with Rusper Parish Council (RPC). No professional services have been engaged to assist with the preparation of the NP, but may be in the future. Advice is available for Horsham District Council (HDC) through an appointed Neighbourhood Planning Officer. All liaison with HDC will be through Rusper Parish Council.
- 2 The SG will be formed from all Members of Rusper Parish Council, and a minimum of four volunteers from the Parish.
- 3 The SG will comprise a Chair and a Vice Chair.
- 4 It is intended as far as possible that the SG will fully represent the attitudes and wishes of the entire Parish in order to gather the views and opinions of residents, groups and organisations in the community and to seek the view of relevant authorities, stakeholders and adjoining parishes.
- 5 All aspects of finance and accountancy will be administered by the Responsible Financial Officer of Rusper Parish Council.
- 6 Focus Groups (FGs) will be formed as necessary to provide the SG with reports and surveys and particular issues. Initially, the following topics will be examined:
 - A Local economy, employment and business
 - B Housing and development, land and site availability
 - C Infrastructure and sustainability
 - D Biodiversity, environment and Heritage
 - E Transport and access
- 7 Each FG will consist of one or more SG Members. FGs can request assistance from the SG or RPC.
- 8 The SG will meet at least once per month, on the third Tuesday at 8pm in the Village Hall.
- 9 The SG will be quorate if four Members attend a meeting and decisions will be by majority vote. The Chair will have the casting vote.
- 10 FG will meet at least once a per month and more often as necessary.
- 11 Both SGs and FGs are required to Minute meetings and records will be made available for RPC.
- 12 Agendas for the SG will be published on the RPC website and Parish notice boards. FG Members may attend SG meetings to observe, but cannot vote.
- 13 SG and FG Members will be expected to complete a register of interest that will be accessible by the Parish residents.

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- 14 This Terms of Reference may be altered and additional clauses added with the simple majority of the SG committee with the Chair having the casting vote.
- 15 The views of residents, businesses and others with interests in Rusper will be sought by the SG and FG Members using various methods of communication including open meetings and surveys.
- 16 The project will be managed through a project plan to be produced by the SG.
- 17 The Steering Group and Focus Groups must maintain confidentiality when requested and comply with all requirements of the Data Protection Act.

AGREED BY MEMBER:

NAME

SIGNED

CONFIRMED

Rusper Parish Council

DATE

Approved 16th May 2023