

ASCOT, SUNNINGHILL AND SUNNINGDALE NEIGHBOURHOOD PLAN

TERMS OF REFERENCE FOR THE NEIGHBOURHOOD PLAN REVIEW STEERING GROUP

DRAFT

Background

The Ascot, Sunninghill and Sunningdale Neighbourhood Plan 2011-2026 was adopted on 29 April 2014. The neighbourhood area comprises the two parishes of Ascot and Sunninghill, and Sunningdale. Ascot and Sunninghill is the Qualifying Body for the Plan.

In light of changes to planning policy at the national level and in the context of an emerging new local plan, the two parishes have agreed to undertake a light-touch review of the Plan.

1. Purpose

- a) The main purpose of the Ascot, Sunninghill and Sunningdale Neighbourhood Plan Review Steering Group (the SG) is to oversee the preparation of the Neighbourhood Plan Review for the two parishes. Depending on the scope of the review and how it materially changes existing policies, the Plan Review may progress to Independent Examination and to community referendum. Ultimately it would be adopted by the Royal Borough of Windsor and Maidenhead Borough Council (RBWM) as part of the Development Plan for the Borough and its policies will replace those in the current adopted Plan Neighbourhood 2011-2016.
- b) The Steering Group will engage the local community to ensure the plan is representative of the ambitions of the two parishes. In particular, both parishes have recently (2024) engaged their communities extensively on a range of parish matters and this information will be used to inform the Review.
- c) These terms of reference will be in force for 18 months but may be reviewed at any time.

2. Principles

- a) The Steering Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community.
- b) All decisions made shall be fully evidenced and supported through consultation with the local community.

3. Roles and Responsibilities

In order to achieve this, the Steering Group will carry out the following roles.

- a) Be accountable for steering and providing strategic management of the Neighbourhood Plan Review for the two parishes.
- b) Produce, monitor, and update a project timetable.
- c) Produce a consultation and engagement strategy, showing how the public will be involved throughout the process.
- d) Regularly report back to the Parish Councils for the endorsement of decisions taken.
- e) Undertake analysis and evidence gathering to support the Plan Review process.
- f) Actively support and promote the preparation of the Neighbourhood Plan Review throughout the duration of the project.
- g) Liaise with relevant authorities and organisations to make the Plan as effective as possible.
- h) Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced.
- i) Agree, subject to ratification by the Parish Councils, a final submission of the Neighbourhood Plan.

4. Membership

- a) In order to achieve and remain in accordance with 3a), the Steering Group will be made up of representatives from both parish areas, including Parish Councillors.
- b) Membership of the Steering Group will be open to the public indefinitely.
- c) New members may be co-opted onto the group as necessary.

5. Decision Making

- a) The Steering Group has fully delegated authority from the Parish Councils to deliver its plan-making functions up to and including public consultation of the Draft Plan. The SG will report monthly to the Parish Councils setting out progress on its work. The Parish Councils will approve the Pre-Submission Plan prior to the first round of public consultation at Regulation and the Submission Draft Plan prior to consultation and independent examination.
- b) The plan-making process remains the responsibility of Ascot and Sunninghill Parish Council as the Qualifying Body.
- c) All publications, consultation and community engagement exercises will be undertaken by or on behalf of the Parish Councils with appropriate recognition of their position given in all communications associated with this project. The SG can make requests for information etc. independently.

6. Meetings

- a) SG meetings will take place on at least a monthly basis.
- b) Where possible, all meetings should be held within one of the parishes or on zoom or as a hybrid meeting. The dates of future meetings will be made publicly available on each of the parish websites.
- c) The SG will elect a Chair, Vice Chair and Secretary from its membership to remain in those positions until the project is completed. If these positions become vacant, the SG will elect an alternate.
- d) The Secretary shall keep a recording of the meetings and circulate notes to the Steering Group members and the Parish Councils in a timely fashion. Minutes shall be made publicly available on the Parish Council websites.
- e) At least 3 clear days of notice, not including day of meeting or day of publication, shall be sent to all members via email.
- f) Decisions made by the SG should normally be by consensus at SG meetings, where a vote is required. Each member shall have one vote and a minimum of 50% of members shall be present where matters are presented for decisions to be taken. A simple majority vote will be required to support any motion. The Chair shall have one casting vote.

7. Working Groups

- a) The SG may establish Working Groups, made up of volunteers from the community to aid them in any Neighbourhood Plan related work.
- b) Each Working Group should have a lead person from the SG.
- c) Members of the community will be encouraged to participate in the process at all stages.
- d) At the conclusion of the Neighbourhood Development Plan project, the Parish Councils and SG should discuss the future working of the SG. If the SG wishes to dissolve, it must notify the Parish Councils.

8. Finance

- a) All external grants and funding will be applied for and held by Ascot and Sunninghill Parish Council, who will ring-fence the funds for the Neighbourhood Plan work.
- b) The SG will notify the Parish Councils, advising them of any planned expenditure before it is incurred.
- c) SG members and volunteers from any working groups may claim back any previously agreed expenditure incurred during any Neighbourhood Plan related work.

9. Other

- a) Copies of each Parish Council's Code of Conduct will be available to view at all Neighbourhood Planning meetings.