

Eversley Parish Neighbourhood Plan Working Group Terms of Reference

Adopted 01/07/2025

1. Purpose

- a. The main purpose of the Eversley Parish Neighbourhood Plan Working Group is as follows:
 - i) To prepare the parish of Eversley's Neighbourhood Plan by July 2028.
 - ii) To promote the production of the plan and ensure the involvement of the local community so it is truly representative of their ambitions for the parish.
 - iii) To progress the plan forward to Independent Examination by January 2027.
 - iv) To progress through to a Community Referendum for the Community to vote on the plan and whether it is what they want for their parish.
 - v) To enable the plan to be presented to Hart District Council to become part of their working policy, subject to a positive community vote.
- b. The Working Group will engage the local community to ensure that the Plan is truly representative of the ambitions of Eversley. The Group will maximise support for the approach taken in the Neighbourhood Plan by ensuring high levels of community engagement throughout the plan-making process.

2. Principles

- a. That the Working Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation 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. Role and Responsibilities

To achieve this the Working Group will carry out the following:

- a. Be accountable for steering and providing strategic management of the Neighbourhood Plan for Eversley.
- b. Produce, monitor and update a project timeline

- c. Identify ways of involving the whole community and gather the views and opinions of as many individuals, groups and organisations in the community as possible to meet the requirements for consultation and engagement
- d. Regularly report back to Eversley Parish Council for endorsement of decisions taken
- e. To select suppliers/consultants to outsource parts of the work and to negotiate the costs and quotes, subject to ratification by EPC.
- f. To undertake analysis and evidence gathering to support the plan production process
- g. Actively support and promote the preparation of the Eversley Parish Neighbourhood Plan throughout the duration of the project
- h. Identify sources of funding
- i. Liaise with relevant authorities and organisations to make the plan as effective as possible.
- j. Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of residents are understood
- k. Consult as widely and thoroughly as is possible to ensure that the draft and final Neighbourhood Plan are representative of the view of residents
- l. Agree, subject to ratification by Eversley Parish Council, a final submission version of the Eversley Parish Neighbourhood Plan.

4. Membership

- a. The Working Group will be made up of a cross-section of volunteers from the community, including Parish Councillors. Effort will be made to seek representation from all areas of the community.
- b. Membership of the Working Group will be open to the public up to a maximum of 16 members.
- c. Working Group membership will be reviewed infrequently. Whilst organisations have their nominated representatives, it will be acceptable for reserves to attend meetings where necessary.

5. Decision Making

- a. The Working Group has full delegated authority from the Parish Council to deliver its plan. The Group will report every month to the Parish Council setting out progress on the work done. The Parish Council will approve the Submission Draft Neighbourhood Plan prior to publication for consultation and independent examination.
- b. The plan making process remains the responsibility of Eversley Parish Council as the qualifying body. All publications, consultations and community engagement exercises will be undertaken by or on behalf of Eversley Parish Council with

appropriate recognition of Eversley Parish Council's position given in all communications associated with the project.

6. Meetings

- a. Working Group meeting will take place as they see fit. Dates, times and locations will be made publicly available via the Eversley Parish Council website and any social media sites
- b. The Working Group will elect a Chair and a Secretary from its membership to remain in those positions until the project is complete. If the positions become vacant, the Group will elect an alternative.
- c. The Secretary shall keep a record of the meetings and circulate notes to the Working Group members and the Eversley Parish Council's Clerk. Minutes will be made publicly available on Eversley Parish Council's website.
- d. At least three clear days' notice of meeting shall be sent to members via email.
- e. Decisions made by the Working Group should be made in consensus at Working Group meetings. Where a vote is required, each member shall have one vote. A minimum of 50% of members will be present where matters are presented for decision. A simple majority vote will be required to support any motion. The Chair shall have one casting vote.

7. Finance

- a. All grants and funding will be applied for and held by Eversley Parish Council, who will ring-fence the funds for the Neighbourhood Plan work.
- b. The Working Group will notify Eversley Parish Council, advising them of any planned expenditure before it is incurred including any agreed expenses.

8. Conduct

- a. It is expected that all Working Group members abide by the principles and practise of Eversley Parish Council's Code of Conduct (available on our website) including declarations of interest.
- b. Members of the Working Group as a whole are accountable to the wider community for ensuring that the Plan reflects their collective expectations.
- c. The Working Group will achieve this through applying the following principles:
 - i. Be clear and open when their individual roles or interests are in conflict
 - ii. Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or beliefs
 - iii. Actively promote equality of access and opportunity

9. Changes to the Terms of Reference

- a. These Terms of Reference may be amended with the support of at least two-thirds of the current membership at a Working Group meeting and with the approval of Eversley Parish Council.

10. Data Protection

Requirements of the Data Protection Act will be met. For more information please read EPC's Data Protection Policy.

11. Freedom of Information Act / Environmental Information Regulations

Transparency in decision making at all stages of the process is essential. There is an expectation that any material used (either positively or negatively) or collected to inform the neighbourhood plan (in particular consultation material) must be available for public inspection in accordance with the Freedom of Information Act/ Environmental Regulations. For further information please see EPC's Freedom of Information Policy.

12. Dissolution

- a. The Working Group will be dissolved once its objectives have been achieved and/or when at least two-thirds of its current members and Eversley Parish Council consider its services as no longer required.
- b. The Working Group will then dispose of any remaining funding held in accordance with any conditions imposed by the grand funders and in the best interests of Eversley Parish.