

## **Strumpshaw Neighbourhood Plan Terms of Reference**

### **Purpose**

The main purpose of the Steering Group is to prepare an updated Neighbourhood Plan for the parish, on behalf of the Parish Council, in line with the requirements of the Localism Act 2011 and the Neighbourhood Planning (General) Regulations 2012, which sets out policies and proposals that seek to address the community's aspirations for the area.

In undertaking this role, the Steering Group will:

1. Ensure that Neighbourhood Planning legislation, as set out in the Localism Act 2011, as well as the Neighbourhood Planning (General) Regulations 2012, are followed in the preparation and submission of the updated Neighbourhood Plan.
2. Set out a project timetable, featuring key milestones, and a budget for preparing the updated Neighbourhood Plan.
3. Seek appropriate funding to meet the costs of developing the updated plan, with assistance from the Parish Clerk.
4. Plan, manage and monitor expenditure incurred in the preparation of the updated plan and report back to the Parish Council on these matters.
5. Report regularly to the Parish Council on progress with the preparation of the updated Neighbourhood Plan and make recommendations on any proposed content of the updated Plan.
6. Seek to gather the views of the whole community, including residents, groups, businesses, landowners etc., in order to inform the development of the updated Neighbourhood Plan.
7. Liaise with Broadland District Council, The Broads Authority and other relevant authorities and organisations in order to make the updated plan as effective as possible and to ensure that it remains in conformity with local, national and European planning legislation.
8. Be responsible for the analysis of evidence gathered from the community and elsewhere, development of local policies, and the production of the updated Neighbourhood Plan.
9. Liaise with the appointed consultants, Rachel Leggett & Associates, on the work of developing the updated plan.

### **Membership**

The Steering Group will include up to seven members, including representatives of the Parish Council and any interested members of the

community, as approved by the Parish Council. Changes in membership of the Steering Group to be approved by the Parish Council.

At the first meeting the committee will elect: a chairperson, a vice-chair and a secretary, unless the steering group decides to rotate the role of the secretary.

All members of the Steering Group must declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group. This may include membership of an organisation, ownership or interest in land or a business or indeed any other matter likely to be relevant to the work undertaken by the Steering Group.

### **Meetings**

The Steering Group shall meet every month, or as may be required. Notice of Steering Group meetings shall be given to its members, by email or post, at least five working days in advance of the meeting date. Notices must include details of the matters to be discussed. Meetings may be held online (Zoom or Teams).

Decisions on operational matters (relating to the process of preparing the updated Plan) shall be determined by a majority of votes of the Steering Group members present and voting. In the case of an equal number of votes, the chairperson shall have a casting vote.

Decisions on matters relating to proposed content of the updated Plan shall be made by the full Parish Council, following consideration of recommendations made by the Steering Group.

The Steering Group may decide the quorum necessary to conduct business - with a minimum of three members.

The secretary shall circulate minutes to members of the Steering Group not more than 10 days after each meeting.

### **Working Groups**

The Steering Group may appoint such working groups as it considers necessary, to carry out functions specified by the Steering Group. Each working group should have a nominated chair, but this person does not have to be a member of the Steering Group.

Working groups do not have the power to authorise expenditure on behalf of the Steering Group.

### **Finance**

All grants and funding received will be held by the Parish Council, who will ring-fence the funds for the updated Neighbourhood Plan work.

The Steering Group will notify the Parish Council of any planned expenditure before it is incurred.

The Parish Clerk shall keep a clear record of expenditure, where necessary, supported by receipted invoices and will keep the Steering Group updated on actual versus planned expenditure on a regular basis.

Members of the Steering Group, or a working group, may claim back an expenditure that was necessarily incurred during the process of producing the updated Neighbourhood Plan. The procedure for claiming for these expenses is that of the Parish Council.

### **Changes to the Terms of Reference**

These Terms of Reference may be altered, and additional clauses added by agreement, shown by majority votes, of the Steering Group and with the approval of the Parish Council.

### **Dissolution of the Steering Group**

The Steering Group will be dissolved once its objectives have been attained and/or when at least two thirds of its members and the Parish Council consider its services are no longer required.

The Steering Group will then dispose of any remaining funds held in accordance with any conditions imposed by the grant funders and in the best interests of Strumpshaw Parish Council.

**Approved: 16 January 2024**

**Signed by Chair: *Michael Green***