

Taverham Neighbourhood Plan Steering Group

TERMS OF REFERENCE

Purpose. The main purpose of the Steering Group is to prepare a Neighbourhood Plan for the Parish of Taverham, on behalf of the Parish Council, in line with the requirements of 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 the preparation and submission of the Taverham Neighbourhood Plan complies with the Neighbourhood Planning (England) Regulations 2012, and in any amendments to those regulations which may be put in place during the Plan's preparation and submission stages.
2. Set out a project timetable, featuring key milestones, and a budget for preparing the Neighbourhood Plan.
3. Seek appropriate funding to meet the costs of developing and publishing the Plan.
4. Plan, manage and monitor expenditure incurred in the preparation of the Plan and keep the Parish Council informed on financial matters.
5. Report, initially monthly, to the Parish Council on progress with the preparation of the Neighbourhood Plan and make recommendations on any proposed content of the Plan.
6. Seek to gather the views of the whole community, including individual residents, local groups, businesses and landowners etc. which will underpin the vision and objectives of the Neighbourhood Plan.

7. Liaise with Broadland District Council and other relevant authorities and organisations in order to make the Plan as effective as possible and to ensure that it remains in conformity with local, national and European planning legislation.
8. Be responsible for analysing information gathered from the local community and elsewhere, developing local policies, and producing the Neighbourhood Plan document, in both digital and paper formats.

Membership. The steering group will comprise of up to 14 members, 6 of whom will be Parish Councillors. A quorum will be 5 members.

The Group will elect joint Chairpersons, a Secretary and a Treasurer. In the absence of either Chairpersons at a meeting, another member of the Group will be elected to Chair the meeting.

Chairpersons, Secretary and Treasurer will be elected annually at the September meeting.

All members of the Steering Group must declare any personal interest that could be thought to influence decisions or recommendations made by the Group. Examples of such interests could be – membership of a particular organisation, or ownership, or other connection to land or a business which might play a significant role within the Plan.

As part of each Agenda for a Steering Group Meeting, members will be asked by the Chairperson if they have a Declaration of Interest after the welcoming and apologies are given.

Meetings. The Steering Group shall meet every month. Notice of the meetings shall be given to members by email, at least 5 working days in advance of the meeting date. Notices must itemise and describe the matters to be discussed at the meeting. Decisions on operational matters (i.e. relating to the process of preparing the 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 the proposed content of the Plan shall be made by the full Parish Council, following consideration of recommendations laid before it by the Steering Group.

The quorum for the Steering Group to conduct its business will be 5 members.

The Secretary shall provide minutes (in paper or digital form) to all Steering Group members to accompany the following meeting's agenda.

Working Parties. The Steering Group may appoint such working parties as it considers necessary to carry out specific functions. Each working party should have a nominated Chairperson but this person does not have to be a member of the Steering Group. Working parties do not have the power to authorise expenditure on behalf of the Steering Group.

Finance. The Treasurer shall keep a clear record of expenditure, supported by receipted invoices. Members of the Steering Group or a working party may claim for necessary expenditure incurred during the process of producing the Neighbourhood Plan. This could include postage, stationery, telephone calls, travel costs, childcare costs etc. The rates for such expenses, and the procedure for claiming shall be drawn up by the Treasurer and agreed by the Steering Group, subject to the approval of Taverham Parish Council.

The Treasurer will report planned and actual expenditure to the Steering Group's monthly meetings. He/she will liaise with the Parish Council's Responsible Financial Officer (RFO) for payment of invoices to be made, again subject to the approval of Taverham Parish Council.

Changes to the Terms of Reference. These Terms of Reference may be altered and additional clauses added, subject to formal agreement by a majority of Steering Group members.

Amended Terms of Reference were agreed at a meeting of the Steering Group held at Taverham Village Hall on Tuesday 2nd October 2018 replacing those of Wednesday 13th September 2017.