

# **NORTON NEIGHBOURHOOD PLAN STEERING GROUP**

## **TERMS OF REFERENCE**

Norton Parish Council has agreed to put together a Neighbourhood Plan, and have agreed with Daventry District Council the neighbourhood area. Neighbourhood Planning, introduced through the Localism Act 2011, gives the community the opportunity to decide what it wants in the future for the betterment of the Parish covering Housing, Environment, Community and Recreational Facilities, Economic expansion and infrastructure requirements. Neighbourhood planning legislation came into effect in April 2012. Further legislation covering the referendum stage of neighbourhood planning came into force on 2 August 2012, and is being continually updated.

A Steering Group has been formed to research, develop and make recommendations with a view to establishing a Neighbourhood Plan addressing the future needs of Norton Parish.

The membership of the Steering/Working Group will be formed from current Parish Councillors and local members of the community who can bring value to the project as approved by the Parish Council. The Steering Group may also co-opt further representation from any other person or organisation that is likely to bring additional benefit to the project. Details of any assistance offered by such parties must be declared publicly and should not be seen to compromise the integrity of the direction of the plan.

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

### **Steering Group Committee**

The Steering Group will be made up from a cross-section of the community, including parish councillors nominated by the parish Council.

Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required each member shall have one vote. A minimum of five members shall be present where matters are presented for decisions to be taken. A simple majority will be required to support any motion. The Chair, or in their absence the Vice-Chair shall have one casting vote.

They shall be responsible for drawing up a Draft Neighbourhood Plan and any revisions as a result of the on-going consultation process.

The Neighbourhood Steering Group will report to the Parish Council

- The Neighbourhood Plan Steering Group shall not have the power to exercise, on behalf of the Parish Council, any authority, nor to incur expenditure without prior authority from the Parish Council
- The Neighbourhood Steering Group task meetings are informal and can be held anywhere without public notice. Dates will be publicised.
- The date and venue of the Neighbourhood Steering Group meetings will be displayed on the web site and village notice board ahead of schedule

- Minutes should be taken to facilitate reporting back to the Parish Council. The agenda and minutes to be made available on the website
- Recommendations made as a result of Community Engagement shall be referred back to the Parish Council for decision making, such that the Draft Neighbourhood Plan when presented should have the full backing of the Parish Council and not the Steering Group alone.
- Work together with the Parish Council such that the Final Plan meets the needs of the community as seen from on-going consultation process.

## **Finance**

- All grants and funding will be applied for and held by the parish council, who will ring-fence the funds for Neighbourhood Development Plan purposes only.
- Notification of all planned expenditure will be given to the parish council before actual costs are incurred.
- The Secretary shall keep a clear record of expenditure supported by receipted invoices and will regularly review and update the budget in liaison with the parish clerk.
- The member Councillors will report back to the Steering Group and the parish council on planned and actual expenditure for the project.
- Invoices will be made out in the name of the parish council who will pay them at their next scheduled parish council meeting.
- Members of the community who are involved as volunteers with any of the working groups may claim back any previously agreed expenditure that was necessarily incurred during the process of producing the Neighbourhood Development Plan. This could include postage and stationery, telephone calls, travel cost.

Note. Any expenditure for which payment is required must be notified to the clerk 10 days before the Parish Council meeting at which the cheque is required to be signed.

## **Dissolving the Steering Group**

- At the conclusion of the Neighbourhood Development Plan project the parish council and Steering Group should discuss the future working of the Steering Group. If the Steering Group wishes to dissolve it must notify the parish council.

The Steering Group will follow the code of conduct adopted by Norton Parish Council. The Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.

- Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, ability, or religion and belief.

### **notes**

The Terms of reference will be continually reviewed during the life of the project and relevant amendments will be made following either recommendation by the Steering Group to the Parish Council or directly by the Parish Council.

