



## **Newton Flotman Neighbourhood Plan Advisory Steering Group**

### **Terms of reference**

#### **1. Purpose**

1.1 The main purpose of the Neighbourhood Plan Steering Group is to prepare a Neighbourhood Plan for Newton Flotman on behalf of the Parish Council, in line with the requirements of the Neighbourhood Planning (General) Regulations 2012. It will set out policies and proposals that seek to address the community's aspirations for the area.

1.2 The Steering Group will try to engage the local community in a variety of ways to ensure that the Plan is truly representative of the ambitions of Newton Flotman. The Steering Group will maximise support for the approach taken in the Neighbourhood Plan by ensuring high levels of community engagement throughout the plan-making process

1.3 Progress the Plan to Independent Examination and a successful community referendum and ultimately adoption by South Norfolk Council to become planning policy.

#### **2 Principles**

2.1 That 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.

2.2 All decisions made shall be fully evidenced and supported through consultation with the community.

2.3 No part of these Terms of Reference will override statutory legislation or the policies or procedures of the Parish Council.

#### **3 Roles and Responsibilities**

3.1 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 for Newton Flotman.
- b) Set out a project timetable featuring key milestones and a budget for preparing the Neighbourhood Plan.
- c) Produce a consultation and engagement strategy, showing how the public will be involved throughout the process.
- d) Report monthly, or as appropriate, to the Parish Council.
- e) Undertake analysis and evidence gathering to support the plan production process.

- f) Actively support and promote the preparation of the Newton Flotman Neighbourhood Plan throughout the duration of the project.
- g) Identify sources of funding.
- h) Liaise with relevant authorities and organisations to make the plan as effective as possible.
- i) Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of all residents are understood.
- j) Consult as widely and thoroughly as is possible to ensure that the draft and final Neighbourhood Plan is representative of the views of residents.
- k) Agree, subject to ratification by the Parish Council, a final submission version of the Newton Flotman Neighbourhood Plan.

#### **4. Membership**

4.1 The Steering 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 the community.

4.2 The Steering Group will include a maximum of 13 people, including representatives of the Parish Council and any interested members of the Parish, as approved by the Parish Council.

4.3 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 Steering 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.

#### **5. Decision Making**

5.1 The Steering Group will have the support of the Parish Council to deliver its plan making functions. The Steering Group will report monthly, or as required, to the Parish Council setting out progress on its work. The Parish Council will formally approve draft policies prior to the Draft Neighbourhood Plan being created and will approve the Submission Draft Neighbourhood Plan prior to publication for consultation and independent examination.

#### **6. Meetings**

6.1 Steering Group meetings will take place on a suitable date once a month unless this is not possible for any reason, or as may be required.

6.2 Meetings will take place at Newton Flotman Village Hall or another suitable

venue within the Parish if this is not possible. Or remotely in accordance with Government guidelines, should conditions dictate. The dates of future meetings will be made publicly available via the Parish Council website.

6.3 All meetings will be open to the public and will be subject to the rules of meetings, as set out in Newton Flotman Parish Council's Standing Orders (available on the Parish Council website).

6.4 The Steering Group will elect a Chairman and Vice Chairman from its membership for the duration of the project. If these positions should become vacant, the Steering Group will elect an alternative.

6.5 The Secretary shall keep a record of meetings and circulate minutes to Steering Group members and the Parish Council in a timely fashion. Minutes shall be made publicly available on the Parish Council website.

6.6 Decisions on matters relating to proposed content of the 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 five members.

## **7. Working Groups**

7.1 The Steering Group may establish sub-groups, made up of volunteers from the community to aid them in any Neighbourhood Plan related work.

7.2 Each sub-group should have a lead person who is a member of the Steering Group.

7.3 Members of the community will be encouraged to participate in the process at all stages.

## **8. Finance**

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

8.2 The Parish Council will approve a budget for the Plan.

8.3 The treasurer shall keep a clear record of expenditure, where necessary, supported by receipted invoices.

8.4 Steering Group members and volunteers from any Working Groups may claim back any expenditure that was necessarily incurred during the process of producing the Neighbourhood Plan. This could include postage, stationery, telephone calls, travel costs, childcare costs etc. The procedure for claiming and rates for these expenses shall be drawn up by the treasurer and agreed by the Steering Group.

**9. Conduct**

9.1 All Steering Group members are expected to abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.

**10. Changes to the Terms of Reference**

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

**11. Dissolution**

11.1 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.

11.2 The Parish Council will be responsible for disposing of any remaining funds held in accordance with any conditions imposed by the grant funders and in the best interests of Newton Flotman Parish.

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