



1. PURPOSE

a. The main purpose of the Whatton-in-the-Vale Neighbourhood Plan Steering Group is to oversee the preparation of the Neighbourhood Plan for Whatton-in-the-Vale in order that these will then progress to Independent Examination and a successful community referendum and ultimately be adopted by Rushcliffe Borough Council to become planning policy.

b. The Steering Group will engage the local community to ensure that the Plan is truly representative of the ambitions of Whatton-in-the-Vale. 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 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

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

3. ROLES AND RESPONSIBILITIES

In order to achieve this, the Steering Group will carry out the following roles:

- Be accountable for steering and providing strategic management of the Neighbourhood Plan for Whatton-in-the-Vale;
- Produce, monitor and update a project timetable;
- Produce a consultation and engagement strategy, showing how the public will be involved throughout the process;
- Regularly report back to the Parish Council for endorsement of decisions taken;
- To undertake analysis and evidence gathering to support the plan production process;
- Actively support and promote the preparation of the Whatton-in-the-Vale Neighbourhood Development Plan throughout the duration of the project;
- Identify sources of funding;
- Liaise with relevant authorities and organisations to make the plan as effective as possible.
- 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
- Consult as widely and thoroughly as is possible to ensure that the draft and final NDP is representative of the views of residents
- Agree, subject to ratification by the Parish Council, a final submission version of the Whatton-in-the-Vale Neighbourhood Development Plan;

4. MEMBERSHIP

a. 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 under-represented sections of the community.



b. Membership of the Steering Group will be open to the public indefinitely, up to a maximum of 12 members.

5. DECISION MAKING



8. FINANCE

- a. All grants and funding will be applied for and held by the Parish Council, who will ring-fence the funds for Neighbourhood Development Plan work.
- b. The Steering Group will notify the Parish Council, advising them of any planned expenditure before it is incurred.
- c. Steering Group members and volunteers from any working groups may claim back any previously agreed expenditure incurred during any Neighbourhood Plan related work.

9. CONDUCT

- a. It is expected that all Steering Group members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.
- b. Whilst Members as individuals will be accountable to their parent organizations, the Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.
- c. The Steering 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 religion and belief; and
 - iii. Actively promote equality of access and opportunity.

10. CHANGES TO THE TERMS OF REFERENCE

- a. This constitution may be amended with the support of at least two-thirds of the current membership at a Steering Group Meeting and with the approval of the parish or town council.

11. DISSOLUTION

- a. 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 or town council, consider its services are no longer required.
- b. 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 (name of Parish) Parish.

12. APPROVAL OF TERMS OF REFERENCE

These Terms of Reference were approved by Whatton-in-the-Vale Parish Council on the 25th July 2017.