

NEIGHBOURHOOD PLAN STEERING GROUP **TERMS OF REFERENCE**

INTRODUCTION

Harworth & Bircotes Town Council is undertaking a Neighbourhood Plan to deal with local issues that are not covered in the Bassetlaw Development Plan

MEMBERSHIP OF THE STEERING GROUP

The Steering Group will be made of local people volunteering to undertake the role representing and reporting to the Town Councils.

The Steering Group may form sub-groups to undertake various aspects of the work involved in producing the Neighbourhood Plan.

The Steering Group will be supported by:

- Bassetlaw District Council;
- Locality
- Planning Aid
- Helen Metcalfe
- Harworth Estates

ROLES AND RESPONSIBILITIES OF THE STEERING GROUP

The Local People on the Steering Group will:

- Report to the Town Council, keeping them apprised of the progress of the plan and ensuring that they continually represent their views and concerns.
- Liaise with the community, promoting the plan, answering concerns and questions and contributing to any public consultation events.
- Work to identify and justify the future development needs of the area.
- Work to develop policies to inform the future development and use of land in the area.
- Identify and define the development boundaries applicable to the plan.
- Work together to draw up the Neighbourhood Plan and any revisions because of the ongoing consultation process.
- Support the Town Council through the referendum process.

The Local Landowner representative on the Steering Group Will:

- Support the steering group throughout the development of the neighbourhood plan.

- Work with and support the Steering Group and the local community to establish future needs for development and have agreed commitments to future development.
- The local landowner will have no voting rights on the steering group.
- If the land owner offers any financial support or commissions any work on behalf of the steering group, this will be on the understanding that if the proposed developments do not come forward, the steering group will not be liable for repaying any such sums received back in whole or part. Nor will the steering group be liable to pay claims of compensation from the land owner. The land owner provides financial support and/ or commissions work on behalf of the steering group at its own risk.
- The land owner has a duty to inform the steering group of any forthcoming land use development in the neighbourhood plan area that might impact on the neighbourhood plan.

The Council Representatives on the Steering Group will:

- Support the Steering Group throughout the process, providing professional advice and any relevant evidence to aid the development of the plan, ensuring that the Plan conforms to national and local policy and will be sound at examination and advising the Steering Group as necessary.
- The District Council will have no voting rights on the steering group.
- Support the Steering Group in accessing training to ensure all parties are equipped to make the relevant decisions around the plan making process.
- Work with the Steering Group and the local community to establish the future development needs of the area.
- Work with the Steering Group to develop policies to guide the future development and use of land in the area.
- Arrange for a Sustainability Appraisal and Appropriate Assessment to be carried out on the Plan.
- Support the Steering Group to ensure there is engagement and consultation with the local community throughout the plan making process.
- Ensure that any other relevant statutory bodies or parties as necessary are involved in the plan making process.
- Support the arrangements for the referendum of the plan.
- Arrange with the Group for the Examination of the Plan to be carried out.

All Members of the Steering Group will:

Ensure that the probity of the group and the plan is open and transparent. 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 of interest in land (directly or indirectly) or a business or indeed any other matter likely to be relevant to the work undertaken by the Steering Group.

Ensure that there is no discrimination in the plan making process and that it is an inclusive open and transparent process to all groups in both the local communities and those wishing to undertake development or be involved in the process in both settlements.

Members of the Group will work together for the benefit of their communities. Treat other Members of the Group with respect and dignity, allowing Members to air their views without prejudice and interruption.

GENERAL MATTERS

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

The Steering Group will regularly report its findings and progress to the Town Council including the ongoing budgetary implications associated with the project. Any allocation of funds to the project will have to be approved by the Steering Group.