

Kirkby Malzeard, Laverton and Dallowgill Neighbourhood Plan Steering Group

Terms of Reference – revised and approved March 2019

1. Purpose

The purpose of the Steering Group is to produce a Neighbourhood Plan for Kirkby Malzeard, Laverton and Dallowgill, so that the Parish Council may progress it to Independent Examination, a successful Community Referendum, and ultimately to adoption by Harrogate Borough Council.

2. Principles

The Steering Group will carry out its role in a democratic, transparent and fair fashion and will give unbiased consideration to opinions and ideas from all members of the community. High levels of community engagement should therefore be undertaken throughout the process to ensure that it is truly representative of local views, and reflects the collective expectations of the wider community.

The Steering Group must be able to demonstrate that it has fulfilled its role when making its recommendations to the Parish Council.

3. Roles and Responsibilities

In order to achieve its purpose, the Steering Group, with the help of consultants appointed by the Parish Council, will:

- Manage the process of drafting the Neighbourhood Plan for Kirkby Malzeard, Laverton and Dallowgill;
- Produce, monitor and update, as necessary, a project timetable;
- Produce a consultation and engagement strategy (showing how the public will be involved throughout the process);
- Analyse and collect evidence to support the Plan production process, gathering data from a wide range of sources and liaising with relevant authorities and other organisations to ensure that the conclusions reached in the Plan are fully evidenced and that the views and comments of all those who live, work and operate in the Plan Area have all been taken into account;
- Identify sources of funding;
- Report back to each Full Parish Council with recommendations for any decisions which need to be taken; and
- Agree a final submission version of the Kirkby Malzeard, Laverton and Dallowgill Neighbourhood Plan for ratification by the Parish Council.

4. Membership

The Steering Group will comprise a maximum of five Parish Councillors (initially those appointed at the Council meeting in October 2018, being subject to re-appointment each year at the Annual Meeting of the Council in May), plus an appropriate number of residents and representatives from local organisations and businesses whose local knowledge, experience and expertise is deemed will be of assistance. Membership of individuals on the Steering Group is to be approved by the Parish Council. The Steering Group may call on advice/assistance from other volunteers from the community as necessary, depending on the stage reached in the plan process.

5. Decision Making

The Steering Group has no delegated authority from the Parish Council to take decisions. The Parish Council will consider each monthly report and advise the Steering Group of any concerns. Appropriate action is to be taken by the Steering Group to address these concerns.

The plan-making process remains the responsibility of the Parish Council as the qualifying body. All publications, consultation and community engagement exercises will be undertaken by the Steering Group on the basis that information and data is being gathered for the Council, in order to inform the Council's decisions on the preparation of the Neighbourhood Plan.

6. Meetings

- Steering Group meetings will take place as and when required, but normally on a monthly basis, and attendance at meetings may be flexible depending on the stage of the Plan process reached and the need for particular input from members. As required, and by invitation, community volunteers and members of the public who are assisting on certain aspects of the Plan may also attend. The quorum for meetings will be one-third of the members, but at least two members of the Parish Council must be present.
- All meetings will be held within the Parish. The dates of future meetings will be made publicly available via the Parish Council website.
- The Steering Group will be chaired by a member of the Parish Council.
- The Steering Group will produce Minutes of each meeting which shall be made publicly available on the Parish Council website.
- The decisions of the Steering Group, in making recommendations to the Parish Council, will be reached by a simple majority of the members present at meetings.

7. Finance

- All grants and funding will be applied for and held by the Parish Council.
- The Steering Group will obtain approval from the Parish Council for any expenditure except expenditure deemed to be urgent, subject to a maximum of £25 per month.
- Steering Group members and volunteers may claim back any previously agreed expenditure incurred during any Neighbourhood Plan related work.

8. Conduct

- It is expected that all Steering Group members will abide by the principles and practice of the Parish Council's Code of Conduct and Standing Orders, where applicable, including declarations of interest, which are to be recorded in the Minutes.
- The Steering Group will:
 - 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.

9. Changes to the Terms of Reference

These terms of reference may only be amended with the approval of the Parish Council.

10. Dissolution

The Steering Group will be dissolved once the Neighbourhood Plan has been completed and/or when the Parish Council considers its services to be no longer required.

Approved by the Parish Council at its meeting on March 25, 2019 – item 8b.

Re-adopted at the Annual Parish Council meeting May 2019 – item 6.