

Mattersey Area Neighbourhood Plan Steering Group Terms of Reference

1. Purpose

The Steering Group's purpose is to design, implement and oversee the Neighbourhood Plan process in order that this will then progress to Independent Examination and a successful community referendum and ultimately be adopted by Bassetlaw District Council and become planning policy.

2. Membership of the Steering Group

- The Steering Group will be made up of local volunteers. It may form sub-groups to undertake various aspects of the work involved in producing the Neighbourhood Plan.

- The Steering Group will be supported by:

Mattersey Parish Council

Bassetlaw District Council

3. Roles & Responsibilities of the Steering Group

- The Steering Group will report to the Parish Council, keeping them updated with progress of the Plan and reflecting their opinions and concerns. Key decisions must be mutually agreed by the Steering Group and Parish Council.

- Agree financial arrangements and budget with the Parish Council.

- Undertake the process in a democratic, transparent and fair fashion, allowing opinions and ideas to be put forward by all.

- The Steering Group will encourage those who live within the designated area the opportunity to inform and shape the process e.g. through taking part in the consultation process.

- Prepare a project plan to set out how they will create a Neighbourhood Plan.

- The project plan should contain a timeframe to focus activity and to aid planning;

- Meet regularly to agree actions and discuss issues that arise, in order that the process is dealt with in an efficient and timely manner;

- Develop policies to define the future development of the designated area and establish the needs and aspirations of residents.

- Consult as widely and thoroughly as is possible to ensure that the draft and final NP is representative of the views of the residents;

- Produce notes/minutes from Steering Group meetings and circulate to Mattersey Parish Council and Steering Group members (and others as agreed to be appropriate);

- Analyse the available information to prepare the draft and final NDP;

- Actively publicise the draft NP prior to the Referendum;

4. Finance

- Expenditure must fall within the level of funds agreed by Mattersey Parish Council.

- Decisions of spending is to be agreed by majority decision by the Steering Group.

- Finance decisions will be recorded in the minutes and notified to the body holding the funds.

- If expenditure is desired in excess of the funds available, this will need to be decided upon and agreed by Mattersey Parish Council.

5. Transparency

- 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 ownership or interest in land or a business relevant to the work undertaken by the Steering Group.

- The Steering Group will ensure that there is no discrimination in the plan making process and that it is inclusive, open and transparent to all individuals.

- Members of the Group will work together for the benefit of the communities.

- Members of the Group will treat others with respect and dignity, allowing all views to be made without prejudice or interruption.

9. Changes to the Terms of Reference

- Any suggested amendments to the terms of reference may be made at a Steering Group meeting, agreed by the majority of the Members and submitted for ratification to Mattersey Parish Council.

Role	Name	Date
Chairperson of Steering Group	Mr R. Kendall	
Signed		
Secretary of Steering Group	Mrs. M. Brogden	
Signed		
Treasurer of Steering Group	Mrs G. Marsh	
Signed		
Chairman Mattersey Parish Council	Mr R. Kendall	
Signed		