

NEIGHBOURHOOD DEVELOPMENT PLAN (NDP) STEERING GROUP COMMITTEE

TERMS OF REFERENCE

PURPOSE

The Neighbourhood Development Plan Steering Group Committee has the power to make decisions on behalf of the Council as set out below and to spend/manage the Neighbourhood Development Plan budget which has been allocated by the Council and includes any grants received for this specific purpose.

MEMBERSHIP

The Committee shall comprise of a minimum of four Councillors. The Committee quorum is a minimum of four Councillors and the Committee shall meet on a monthly basis. Associated Members may be appointed to the Steering Group Committee.

RESPONSIBILITIES, DUTIES AND POWERS

- To co-opt suitable community representatives onto the Steering Group Committee
- Power to spend sums in the Neighbourhood Development Plan budget following approval (minuted) by the Steering Group Committee
- To authorise correspondence that will not, in itself, result in the Council expenditure or bind the Council to any course of action, except for that already provided for in the current budget
- Develop a project action plan with specific time lines
- Collect evidence
- Consult effectively with the community
- Liaise with planners and other relevant agencies
- Prepare a plan with a vision, objectives, policies and evidence for independent examination and a referendum
- Set up working groups for specific areas of business and agree the terms of reference for each group
- To ensure General Data Protection Regulations (GDPR) are adhered to and documentation is secured. Any breaches to be immediately reported to the Town Clerk
- Submit a report to the Town Council after each meeting
- With due regard to Health and Safety legislation to identify and assess any risks associated with the Steering Group Committee's remit and where needed identify mitigation actions