

# Dinnington St Johns Neighbourhood Plan Steering Group -Terms of Reference

## 1. Purpose

- a. The main purpose of the Steering Group is to oversee the preparation of the Neighbourhood Plan for Dinnington St. Johns Parish in order that these will then progress to Independent Examination and a successful community referendum and ultimately be adopted by Rotherham MBC 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 Parish.

## 2. Principles

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.

## 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 Plan;
- 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 Town 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 Plan;
- Identify sources of funding;
- Liaise with relevant authorities and organisations;
- Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced;
- Consult as widely and thoroughly as is possible to ensure that the draft and final Plan is representative of the views of the community;
- Agree, subject to ratification by the Town Council, a final submission version of the Plan.

## 4. Membership

- a. The Steering Group will be made up of a cross-section of volunteers from the community, including Town Councillors.
- b. Membership of the Steering Group will be determined by the Town Council to [up to a maximum of [x] members.

## **5. Decision Making**

- a. The Steering Group has full delegated authority from the Town Council to deliver its plan making functions up to and including publication of the Consultation Draft Plan.
- b. The plan-making process remains the responsibility of the Town Council as the qualifying body.

## **6. Meetings**

- a. Steering Group meetings will take place roughly on a six weekly basis.
- b. Where possible, all meetings should be held within the Parish.
- c. The Steering Group will elect a Chair and Vice Chair from its membership. If these positions should become vacant, the Group will elect an alternate.
- d. The Town Council will co-ordinate the secretariat role for the Steering Group, including ensuring that a record of meetings is taken and circulate notes to Steering Group members and the Parish Council in a timely fashion.
- e. Decisions made by the Steering Group should normally be by consensus. Where a vote is required each member shall have one vote. The Chairman shall have one casting vote
- f. A minimum of three members shall be present for the meeting to be quorate.
- h. The Steering Group may establish working groups, made up of volunteers from the community and Town Council to aid them in the preparation of the Plan.
- i. A record of decisions will be produced from each meeting.

## **8. Finance**

- a. All grants and funding will be applied for and held by the Town Council, who will ring-fence the funds for Plan work.
- b. The Steering Group will notify the Town Council, advising them, and seeking prior approval, of any planned expenditure before it is incurred.

## **9. Conduct**

- a. It is expected that all Steering Group members abide by the principles and practice of the Town's Council's Code of Conduct including declarations of interest. In particular members will be required to apply 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 membership at a Steering Group Meeting and with the approval of 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 or the Town Council, consider its services are no longer required.