

# Terms of Reference

## North Muskham Neighbourhood Plan Steering Group

Dated 2<sup>nd</sup> December 2024

1. A decision was made by North Muskham Parish Council (NMPC) on 11<sup>th</sup> March 2024 to establish a Steering Group with regard to a Neighbourhood Plan.

### Purpose

2. To produce a fully representative and compliant Neighbourhood Plan for North Muskham through all stages to full adoption by Newark & Sherwood District Council.

### Role

3. Preparing the outline process for producing the neighbourhood plan.
4. Promoting the process of preparing the Neighbourhood Plan to encourage community participation.
5. Organise meetings and appoint sub-groups to gather views and consult on ideas.
6. Ensuring adequate and effective consultation with residents of the village, at all stages of the consultation.
7. Submit a draft version of the Neighbourhood Plan to NMPC on or before 30<sup>th</sup> September 2025.

### Membership

8. The Steering Group will consist of a mixture of Parish Councillors and volunteers living or working in the parish of North Muskham.
9. There should be between 10-20 people on the Steering Group at any one time.
10. If a new member wishes to join then they will be automatically accepted up to the maximum number of 20. Should the maximum of 1 be reached then the name of the person wishing to join will be recorded by the Secretary and a place granted if/when a vacancy is available. The place will be given to the person added to the list at the earliest date.
11. Other parishioners may, on request, assist with tasks and/or attend meetings without being a member of the Steering Group.

## **Tasks**

12. Tasks for members will include but not be limited to:-
  - a. Attending meetings
  - b. Consultation events
  - c. Preparation of topic papers
  - d. Research particular areas of the village and/or planning policies
  - e. Represent a wide range of views across the parish
  - f. Documenting evidence collected during the process
  - g. Liaise with appropriate authorities and consultants
13. It is not envisaged that all members will be undertaking all of these tasks at the same time but rather a split of workload as the process unfolds

## **Neighbourhood Plan Area**

14. This is to be defined by the Steering Group and subject to agreement by the NMPC.

## **Reporting**

15. The Steering Group will report to NMPC via the Chairperson or Secretary on a monthly basis 5 days prior to the NMPC scheduled Parish Council Meeting.

## **Chair, Vice-Chair and Secretary**

16. NMPC will nominate a Chair to lead meetings, facilitate discussions and coordinate activity. The Chair will ensure that the group operates effectively and achieves its objectives in accordance with the terms of reference.
17. The Steering Group will elect a Vice-Chair and a Secretary.

## **Meeting Arrangements**

18. Meetings will be held on a minimum of a monthly basis.
19. All members are expected to attend wherever possible.
20. If a member cannot attend then please email or call the Chair, Vice-Chair or Secretary. Apologies will be minuted.
21. Agendas will be sent to all members 3 days prior to the next scheduled monthly meeting.
22. Submissions for agenda items should be emailed to the Chair or Secretary at least 5 days prior to a scheduled monthly meeting.

23. Agendas and meeting minutes will be emailed to all members and posted on the 'Neighbourhood Plan' sub pages of the Parish Council website.
24. The meeting minutes will record decisions made and will not be a transcript of the entire meeting

### **Decision Making**

25. A quorum of 3 people is required for a mandate to be carried
26. Proposals can be made by any Steering Group member
27. Decisions will be made by a show of hands – a record will be minuted of names of those members for and against.

### **Code of Conduct**

28. The North Muskham Neighbourhood Plan Steering Group Member's Code of Conduct shall apply.

### **Conflict of Interest**

29. See Code of Conduct
30. It is accepted that the Steering Group should represent different areas of the community and organisations therein. Appropriate dispensations may be made by the Chair on disclosure.

### **Finance**

31. Funding grants will be paid to NMPC and the Steering Group must request that payments be made via NMPC. As much notice as possible should be given to NMPC of budgets and likely payment schedule. Any financial commitments must be first authorised by NMPC.
32. The Steering Group will be responsible for applying for suitable grants including that from the Department of Levelling Up Housing and Communities (DLUHC)
33. The Steering Group may raise funds on their own by events, crowdfunding etc should they choose to do so. Any monies raised will need to be paid to NMPC who will allocate as required by the Steering group.

### **Data Protection**

34. All personal data held by the Steering Group is to be utilised for the purposes of producing the Neighbourhood Plan and should not be shared outside of this.
35. The NMPC Data Protection Policies will apply. See link below

<https://www.northmuskhamvillage.co.uk/community/north-muskham-parish-council-10135/records-retention-policy/>

### **Steering Group Review**

36. Should circumstances change significantly such as major change to planning policies, developments in the village or other matters that change the requirement for a Neighbourhood Plan then NMPC may revise these terms herein.

### **Annex A**

#### **List of members**

This will be updated throughout the process to add new members who join and delete members who no longer wish to be involved.

Role	Responsibility	Member
		John Gray
		Ian Harrison
Chair	Chair duties and reporting to NMPC	Gary Hobbs
		Nick Hutchings
		Daniel Jenkins
		David Jones
		Alison Luke
		Joe Luke
		Anne McDonough
		Andy Oliver
		Steve Preston
		Ian Reed
		David Saxton
		Elaine Wareing
		Emma Webber
		Sandra White
		Jim Wishart
Clerk to NMPC	For information only	

*List as at 2<sup>nd</sup> December 2024*