

Stalham Town Council Neighbourhood Plan Steering Group Terms of Reference

Stalham Town Council is the qualifying body for the preparation of a Neighbourhood Plan for their parish area and will be responsible for:

- Submitting a request to North Norfolk District Council to agree the neighbourhood planning area;
- Submitting the draft Neighbourhood Plan, together with the Basic Conditions Statement and Consultation Statement;
- Set out the areas of responsibility which are being delegated to the Steering Group;
- Liaison with NNDC on matters relating to the Examination Process.

Stalham Town Council has granted delegated authority in exercise of all relevant plan-making functions to the Assistant Clerk and the Stalham Neighbourhood Planning Steering Group.

The Neighbourhood Plan will be produced with the assistance of Community Collective Planning consultants.

In undertaking this role the Steering Group will:

1. Ensure the Neighbourhood Planning legislation, as set out on the Neighbourhood Planning (England) Regulations 2012, are followed in the preparation and submission of the Neighbourhood Plan.
2. Set out a project timetable, and a budget for preparing a Neighbourhood Plan.
3. Seek appropriate funding to meet the costs of developing the Plan.
4. Plan, manage and monitor expenditure incurred in the preparation of the Plan and report back to the Parish Council.
5. Seek to gather the views of the whole community, including residents, groups, businesses, landowners etc., in order to inform the development of the Neighbourhood Plan.
6. Liaise with NNDC and other relevant authorities and organisations in order to make the Plan as effective as possible and to ensure that it remains in conformity with local and national planning legislation.
7. Be responsible for the analysis of evidence gathered from the community and elsewhere, development of local policies and the production of the Neighbourhood Plan.

Membership and Roles

Steering Group Chair & Vice Chair: To be elected at the first Steering Group meeting, if the Chair or Vice Chair resign, the position will be filled at the next meeting of the Steering Group.

All decision making and entries to the Neighbourhood Plan will be documented and reported to consultants by the Assistant Clerk. The principal contact for consultants and other professionals working on the plan will be the Assistant Clerk.

Chair: Chris Foster, Vice Chair: Matthew Taylor.

Secretary: Lolly Dawson (Assistant Clerk), convenes and minutes meetings.

Neighbourhood Planning Consultants: Collective Community Planning, will advise on planning policy and all aspects of plan.

Parish council members: Kevin Bayes, Steve Toone, Matthew Taylor.

Resident Members:

All members will use their individual skills, experience and expertise to undertake all work related to completion of the plan. All members will have 1 vote with the exception of the Chair, who will have a casting vote.

Assistant Town Clerk: Lolly Dawson to ensure relevant council policies and procedures are followed and monitor budget and finances. To attend and clerk relevant meetings if agreed by Parish Council. Non-voting.

- Membership of the Steering Group will be open to new members, dependent on numbers.
- Meetings of the steering group will be held as required. (by Zoom where possible and following all covid restrictions)
- All members will follow the Town Council code of conduct. Members not adhering to Town Council code of conduct can be dismissed from the steering group by a majority vote.
- Council Members will report monthly to the Parish council at the Parish Council meeting.
- Venues for Steering Group Meetings and Neighbourhood planning meetings or events will be available at the Poppy Centre or Town Hall, subject to availability.
- The quorum for voting will be the majority vote of those attending the meeting. All voting and decision making is to be made in meetings.

Conflicts of Interest

In situations where interests and roles may be in conflict with the decisions to be made by the Steering Group, each member must declare any potential conflict of interest. Where a decision is made that a conflict of interest exists and may be perceived as prejudicial to the working of the group, the member concerned will be required to not to take part in any discussions, votes or decision-making for that part of the meeting or work.

The terms of reference to be adopted by the Stalham Neighbourhood Steering Group meeting 13th January 2022 and Stalham Town Council at the meeting on the 13th December 2021.