



TERMS OF REFERENCE

THE STEERING GROUP OF THE MEDSTEAD AND FOUR MARKS NEIGHBOURHOOD PLAN

1. INTRODUCTION

The Medstead and Four Marks Neighbourhood Plan was voted on at a referendum on 5 May 2016. On a turnout of 41%, 93.5% of those who voted, voted in favour of the Plan. Following this, the Plan was approved by the full council meeting of EHDC on 12 May and was incorporated into the statutory Development Plan from that date.

2. THE TERMS OF REFERENCE OF THE NEIGHBOURHOOD PLAN STEERING GROUP

As the Plan has now been agreed formally, the role of the Neighbourhood Plan Steering Group (NPSG) will change.

The new role of the NPSG will be to support the Planning Committees of the two Parish Councils in the following areas:

- i) the assessment of any planning applications or appeals in the two parishes against the policies included in the NP
- ii) to help in the review of progress of the NP as part of EHDC's **AMR (Authority Monitoring Report)**
- iii) to anticipate the review of the EHDC Local Plan with specific work on the impact of the **SHMA (Strategic Housing Market Assessment)** and **SHLAA (Strategic Housing Land Availability Assessment)** on Medstead and Four Marks.

3. STEERING GROUP STRUCTURE

The revised structure of the Neighbourhood Plan Steering Group will be as follows:

Chairman
Chairman of the Medstead Planning Committee
Chairman of the Four Marks Planning Committee
Treasurer
Secretary

In addition to the officers of the NPSG, the NPSG can elect a further five members.

A person shall cease to be a member of the NPSG by informing the Chair or Secretary in writing, including by email, of their wish to resign.

The initial nominations for the official roles are as follows:

Chairman	-	Nick Stenning
Chairman of the Medstead Planning Committee	-	Roy Pullen
Chairman of the Four Marks Planning Committee	-	Simon Thomas
Treasurer	-	Anne Tomlinson
Secretary	-	Frank Maloney

In the event that one of these officers resigns or is no longer able to fulfil their Duties (for whatever reason) the procedure for the appointment of new officers will be as follows:

- for the post of Chairman of the NPSG : the two Parish Councils will jointly nominate a candidate. This proposal will then be voted on by the NPSG with a show of hands.
- for the representative of the Parish Council Planning Committee : the appropriate PC will appoint an alternative person.
- for secretary or treasurer : the NPSG will appoint an appropriate person.

4. MEETINGS

At least five clear days' notice of meetings shall be given to members in writing or by email. The agenda for each meeting will be published at least three clear days prior to a Meeting

Every matter shall be determined by a majority of votes of the members of the NPSG present. In the case of equality of votes the Chair of the meeting shall have a casting vote. The NPSG shall decide the quorum necessary to transact business but shall be a minimum of three members.

Minutes of the meeting will be circulated by the secretary within 14 days of the meeting and once approved by the NPSG will be submitted to the clerks of the two parish councils.

5. WORKING GROUPS

The NPSG may appoint such sub-groups or task-groups as it considers necessary to carry out the functions specified by the NPSG. Each group should have a nominated chair but this person does not have to be a member of the NPSG.

Working groups can only authorise expenditure with the written endorsement of a member of the NPSG and the NPSG Chairman.

Working groups shall be bound by the codes of conduct and terms of reference set out for them by the NPSG.

6. FINANCE

The Treasurer shall keep a clear record of expenditure supported by receipted invoices.

NPSG members may claim back any expenditure properly and necessarily incurred as a direct result of their work on the Neighbourhood Plan. This could include, inter alia, printing, postage, stationary, travel

The Treasurer will report back to the NPSG on planned and actual expenditure for the project, and will present invoices for payment to the clerks of the Parish Councils.

Each item of expenditure will be authorised by the signature of two duly authorised representatives from the NPSG.

7. FUNDING

Funding will be arranged, managed and coordinated through the two Parish Councils. The principle will be that any costs that are incurred by the NPSG will be split 50:50 between the Parish Councils.

The clerks of the two Parish Councils will ensure that the necessary Public Liability Insurance is provided for all the members of the NPSG

Upon dissolution of the NPSG any funds remaining in the bank accounts of the NPSG shall be returned to the parish councils on a 50:50 basis.

8. CHANGES TO THE CONSTITUTION

The constitution may be altered and additional clauses may be added with the consent of two thirds of the NPSG present. These changes must then be ratified by the Parish Councils.

9. GENERAL CONDUCT OF MEMBERS OF THE GROUP

The NPSG will operate under the general standing orders of both Parish Councils. Similarly, its officers and co-opted members will conduct their business and their behaviour in accordance with the requirements of the 1972 Local Government Act.

Members and volunteers are expected to conduct themselves when working on the Neighbourhood Plan in a manner consistent with the principles of conduct for those in public life which are selflessness; integrity; objectivity; accountability; openness; honesty and leadership.

There are also provisions within the Code applying to the registration and disclosure of both pecuniary interests and non-pecuniary interests and these should be observed. Any member of the NPSG found not complying with the Code will be asked by the Chair or either parish council to leave the group.