

**Much Hadham Neighbourhood Plan Steering Group**

**Terms of Reference**

**Preamble**

Much Hadham Parish Council (“MHPC”) is a Qualifying Body for the purposes of s38A(12) of the Town and Country Planning Act 1990 as amended by the Localism Act 2011. Under its umbrella, MHPC has established the Much Hadham Neighbourhood Plan Steering Group (“the Steering Group”), which will be responsible for leading the process of developing a Neighbourhood Plan (“the Plan”).

The Steering Group is a committee of MHPC, formed under its standing orders. MHPC has granted delegated authority in the exercise of all relevant Plan-making functions to the Steering Group. Subject to ratification by MHPC, the Steering Group agrees to be bound by these Terms of Reference.

**1. Name**

The name of the organisation shall be the Much Hadham Neighbourhood Plan Steering Group.

**2. Area of Benefit**

The area in which the Steering Group will pursue its objects will be the whole parish of Much Hadham or such other area as may be approved by East Herts Council (“the Neighbourhood Area”).

**3. Core Purpose**

The Steering Group will manage and co-ordinate the production, through to examination and referendum, of the Plan for the Neighbourhood Area.

**4. Aims**

To achieve the Core Purpose, the Steering Group shall have the following aims in partnership with MHPC:

- 4.1. Define the planning policy priorities identified by the community, taking into account all representations made during the plan-making process and having regard to all relevant existing and proposed plans and evidence
- 4.2. Co-ordinate effective engagement with all members of the community on a number of aspects relating to the Neighbourhood Plan
- 4.3. Communicate findings, ideas and approaches for the Neighbourhood Plan to MHPC and the wider community
- 4.4. Identify support, resources and funding needed for the various stages of the process
- 4.5. Manage the decision making process in an open, transparent and accessible way
- 4.6. Identify areas, or specific sites, to accommodate the necessary development, in accordance with the East Herts District Plan
- 4.7. Protect the village environment, the rural environment and conservation

**5. Membership**

The Steering Group will be made up from members of the community who can bring value to the project, including any parish councillors nominated by MHPC. The Steering Group, at its discretion, may be guided by or consult with representatives of other organisations e.g. with professional

expertise in neighbourhood planning or having a stake in the neighbourhood area through ownership of business or land, provided always that the assistance of such parties is made public and does not compromise the integrity of the neighbourhood plan process.

#### **6. Roles & Relationships**

- 6.1. Parish councillors who are also members of the Steering Group will act as liaison officers between the 2 bodies
- 6.2. The Steering Group, either via an appointed officer or via its parish council members, will provide a regular report to MHPC, for endorsement
- 6.3. MHPC will provide the opportunity for the endorsement of regular reports via its meeting agenda
- 6.4. MHPC insurance will cover the agreed activities of the Steering Group and volunteers, but Steering Group management, in liaison with the parish clerk, needs to ensure that terms of the insurance are not breached.

#### **7. Finance**

- 7.1. MHPC has ring-fenced £10,000 of its reserves for the achievement of the Core Purpose.
- 7.2. All grants and funding will be applied for and held by MHPC, who will ring-fence the funds for Neighbourhood Plan purposes only.
- 7.3. Donations accepted from whatever source provided specifically for the purposes of supporting the neighbourhood plan process will be ring-fenced for this purpose
- 7.4. Once the plan has been approved by referendum, any unused ring-fenced funds will be available to MHPC to use as it sees fit.

#### **8. Dissolving the Steering Group**

At the conclusion of the Neighbourhood Plan project, MHPC and the Steering Group will discuss the future working of the Steering Group. If the Steering Group wishes to dissolve, it must notify MHPC.

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