

## Neighbourhood Development Plan Steering Group (Committee)



**SHERBURN IN ELMET  
TOWN COUNCIL**

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### **Terms of Reference for the Neighbourhood Development Plan Steering Group**

*(model template for Committee Terms of Reference used)*

#### **Authority**

This committee is established by and takes its authority from Sherburn in Elmet Town Council. It is accountable, makes recommendations and reports to the meetings of the full Council.

#### **Membership – to be appointed annually at the Annual Meeting of the Town Council each year or when a vacancy occurs.**

- The NDP Committee will consist of members appointed by the Town Council, and should comprise of at least 3 Council members.
- The Chairman of the committee will be elected annually by the NDP Steering Group Committee at the first meeting after the Annual Council meeting of Sherburn in Elmet Town Council and shall hold office until the next Annual Council meeting.
- Membership is invited from key local stakeholders, local businesses, community groups and individuals with a specific interest or knowledge of NDP writing. Members must live or work within 3 miles of the town or be representative of a group which works on behalf of the local community.
- This committee will be an interim steering group for the period of time that is required to design, consult, write and adopt a Neighbourhood Development Plan for Sherburn in Elmet. Once the plan is formally adopted by way of a public referendum, the committee will be dissolved.
- Members of the committee may undertake training from time to time to support their role; this will be done in conjunction with the YLCA and with regard to the Council's training budget.

#### **Quorum**

The quorum will be 3 members of the committee, which will be a combination of both council members and non-members.

#### **Meetings**

Meetings of the committee are generally held monthly or as required.

#### **General Purpose of the Committee**

- The committee will advise council on all matters associated with the Neighbourhood Development Plan, including grant applications, monitor and review the effective and efficient use of staffing resources.
- The committee will prepare and regularly review the work of the employed Planning Consultant.
- The committee will adhere to Standing Orders, Financial Regulations, all Policies and Procedures adopted by council.

## Neighbourhood Development Plan Steering Group (Committee)

### **Aims and Objectives**

- To undertake such tasks as delegated by the Town Council.
- To investigate and seek information in all matters associated with the Neighbourhood Development Plan.

### **Powers and Responsibilities**

- To appoint a Chairman and Vice Chairman annually.
- To assess all grant applications and make recommendations to council.
- To manage the work of the Planning Consultant and liaison with the Council.
- To produce estimates of associated costings including the writing of the NDP and costs with respect of design, print, production and marketing of the NDP process.
- To review the work of the Steering Group and the Council to ensure maximum community engagement.
- To approve the minutes of the committee and sign as appropriate.
- To attend relevant training sessions as offered by the Council Advisory Partnerships and keep up to date with relevant documentation to ensure committee is aware of current legislation.
- The Group will have delegated spend in line with other appointed committees of the Council, which is up to £5,000 (where items fall within budgeted allocation).
- Although the committee will be able to carry out research and provide recommendations to the Council: it will have no direct responsibility for finance or delegated spend other than that in line with the budget provision and financial regulations. All financial decisions must go to full council for discussion and approval.

### **Reporting and Minutes**

- Ordinary meetings of the NDP Committee will be held monthly.
- The committee will share its comments and activities with the Town Council. The minutes are usually taken by an officer of the council and will be approved at the next meeting of this committee.
- The Proper Officer of the Council will convene ordinary meetings of the NDP Steering Group Committee.
- Members will be summoned to attend meetings which will be held in Eversley Park Centre and a public notice of the meeting shall be given in accordance with Schedule 12, para 10(2) of the Local Government Act 1972.
- The Council's Standing Orders will apply to all meetings of this steering group committee. All resolutions shall be recorded in the minutes of the meeting and circulated to council members for information.
- Every meeting of the steering group committee will include a 20-minute public participation period.

### **Accountability & Review**

The NDP Steering Group Committee has delegated powers to act and make decisions on behalf of the full council in relation to the defined terms of reference only. Any matters outside the remit of the group's terms of reference shall be referred to the full council as recommendations for consideration.

### **Approval**

The ToR were approved by Full Council dated 20 November 2023 and revised on 05 February 2024.