

## **Marden Parish Council**

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

#### **Name**

The name of the organisation is the Marden Neighbourhood Development Plan Steering Group (SG)

#### **Purpose**

The purpose of the SG is to support the Parish Council (PC) to produce the Marden Neighbourhood Development Plan (NDP) by undertaking the following tasks:

- Identifying key themes and issues for policies in the NDP
- Discuss with people who live, work and do business in the parish on their needs, concerns and ideas about the key themes and issues
- Use the results of the earlier questionnaire in relation to the key themes and issues
- Drafting the policy(ies) as appropriate to address themes and issues
- Help with preparation of NDP
- Help the Parish Council undertake the community consultation
- Help finalise the NDP
- Help publicise the referendum
- Help implement and monitor the NDP
- Report progress to the PC as requested

#### **Membership**

The SG will be made up of a good cross-section of the community, including parish councillors

#### **Roles**

- The Chairman will be Councillor Parkes. The SG will elect a Vice Chairman, who will help facilitate discussion at SG meetings, ensure that the process is inclusive, fair and not confrontational
- The Chairman or Vice Chairman will report progress to the PC as agreed
- The Clerk will take minutes of meetings, liaise with Kirkwells Planning Consultants and act as project administrator
- The Clerk will act as Finance Officer for the SG, arranging payments as required from the NDP grant funds held by the PC
- The SG will nominate a Volunteer Co-ordinator who will ensure accurate records of volunteers' expenses and hours are kept and will liaise with the Clerk
- All members are expected to take an active role in the process
- Any dispute within the SG will be referred to the PC for arbitration
- The SG may establish sub-groups or working groups to undertake work if required
- Each sub-group or working group will have a lead person who will liaise closely with the Chairman and Clerk

#### **Finance**

- The NDP grant and any other funds are held by and the responsibility of the PC
  - The PC will pay the Clerk's salary to support the SG
  - Members of the SG are entitled to agreed and reasonable expenses eg. for travel, postage, stationery, phone calls
  - The Volunteer Co-ordinator will liaise with the Clerk to ensure payment of expenses
  - The Clerk, acting as Finance Officer, will regularly report to the SG and the PC on planned and actual expenditure
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- All invoices and expenses claims will be made out to the PC which will pay at the next scheduled PC meeting

### **Dissolving the Steering Group**

- At the conclusion of the NDP project, the PC and SG will discuss any further working of the SG
- If the SG wishes to dissolve it must notify the PC

Signed:



Robert Bartup, Chairman Marden Parish Council

Date: 14/7/14

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