

## **RAVENS DEN NEIGHBOURHOOD PLAN STEERING GROUP**

### **TERMS OF REFERENCE**

#### **Background**

1. Ravensden Parish Council has decided to prepare a Neighbourhood Plan and applied to Bedford Borough Council for a Neighbourhood Area designation based on the current parish boundary. The Parish Council will be the defined "Qualifying Body" for this purpose.
2. The Parish Council has set up a Steering Group to guide the preparation of the Ravensden Neighbourhood Plan. The membership of the Steering Group comprises several Parish Councillors together with a number of residents who expressed a willingness to join the Steering Group at an open public meeting held to explain the procedure which is required to be followed to prepare the Plan.
3. This document is the Terms of Reference for the Steering Group, defining its purpose/objectives; the tasks and activities it will undertake; its membership; roles and responsibilities; meeting arrangements; finance arrangements; changes to the terms of reference or to the membership of the Group; and dissolution of the Group.

#### **Purpose/Objectives**

4. The Ravensden Neighbourhood Plan Steering Group ("RNPSG") is a sub-committee of Ravensden Parish Council formed under Section 102(4) of the Local Government Act 1972.
5. The purpose of the RNPSG is to prepare the Ravensden Neighbourhood Plan.

#### **Tasks and Activities**

6. The RNPSG will be responsible for:
  - all necessary evidence/data gathering required to underpin the Plan, and storage arrangements
  - community consultation, publicity and feedback
  - GDPR compliance
  - Work programme/project plan
  - liaison with: community and interest groups, school, church, landowners, local businesses, infrastructure providers/statutory undertakers, Bedford Borough Council, adjoining Parish Councils
  - identification of key issues
  - drafting vision and objectives for the Plan for public consultation
  - drafting options for public consultation and subsequent evaluation
  - preparing the pre-submission and submission versions of the Plan, having due regard to relevant national and local planning policies and proposals.
7. The lead on particular tasks will be decided by agreement between members of the Steering Group.

## **Membership of the Steering Group**

8. As at February 2020, membership of the RNPSG is:

Steve Arnold – resident - Chair  
Jane Ferguson – PC Member –Secretary  
Sue Jacobs – PC Member –Treasurer  
Alison Myers – PC Member  
Allan Schofield – resident  
Colin Slade – resident  
David Jacobs – resident  
John Maberley - resident  
Alan Carvell – resident

9. A Member of the Steering Group may resign their membership by giving one month's notice to the Chair or Secretary.

10. New members may be appointed by the Steering Group to replace outgoing members and/or to bring relevant experience or expertise to the Steering Group.

11. Any changes of membership will be notified to the Parish Council.

12. The Chair of the Parish Council may attend meetings of the Steering Group ex officio.

## **Meeting Arrangements**

13. Meetings of the Steering Group will be held as necessary, initially on a monthly basis.

## **Finance**

14. RNPSG will draft an annual budget for approval by the Parish Council.

15. As the defined "Qualifying Body", the Parish Council will be responsible for all grant applications and reporting.

16. All financial transactions will go through the Parish Council's account.

## **Changes to the Terms of Reference**

17. Any changes to the terms of reference of the RNPSG will be subject to approval by the Parish Council.

## **Dissolution of the Steering Group**

18. The RNPSG will be dissolved by the Parish Council when the Neighbourhood Plan has been "made", or at any earlier stage if, after due publicity and consideration of any representations, it considers that the Neighbourhood Plan should no longer be proceeded with. On dissolution of the RNPSG, the Parish Council will assume responsibility for any outstanding matters connected with the Neighbourhood Plan or the Steering Group.

16<sup>th</sup> September 2019, updated February 2020 to reflect changes in membership