

Motcombe Neighbourhood Development Plan Steering Group Constitution

1. Purpose and Aims:

The purpose of the Motcombe Neighbourhood Development Plan Steering Group is to plan and prepare the draft Neighbourhood Development Plan for village referendum, prior to adoption by Dorset Council to inform their planning policy. The Group's work is carried out under the auspices of the Parish Council.

The Steering Group will engage the local community to ensure that the Neighbourhood Development Plan represents the interests and ambitions of Motcombe as a village and parish. The Steering Group will maximise support for the approach taken in the Neighbourhood Development Plan by ensuring high levels of community engagement throughout the plan-making process.

2. Membership:

The Neighbourhood Development Plan Steering Group is made up of a core of people from the Parish, being a cross-section of volunteers and co-opted people from the community including Parish Councillors. Additional people will be co-opted for specific tasks as required.

3. Roles and Responsibilities:

The key members of the Neighbourhood Development Plan Steering Group are Chair and Secretary.

The Chair's role:

Leads and facilitates the Steering Group meetings by managing the agenda, ensuring efficient proceedings, and fostering participation from all members. The Chair also acts as the Steering Group's figurehead and spokesperson, representing the Steering Group externally and ensuring its functions align with its purpose and constitution

The Secretary's role:

Ensures the Steering Group's effective and efficient operation by managing communication, records and meeting logistics. Key responsibilities include preparing agendas with the Chair, taking meeting minutes and keeping records of Steering Group

business and correspondence. The Secretary ensures members are informed and that the Steering Group acts in line with its objectives and procedures.

The Steering Group role:

Accountable for steering and providing strategic management of the Neighbourhood Development Plan for Motcombe.

Produce, monitor and update the project timetable.

Produce a consultation and engagement strategy, showing how the public will be involved throughout the process.

Regularly report progress back to the Parish Council.

Undertake analysis and evidence gathering to support the Neighbourhood Development Plan production process.

Actively support and promote the preparation of the Neighbourhood Development Plan throughout the duration of the project.

Identify sources of funding for professional support of the Neighbourhood Development Plan..

Liaise with relevant authorities and organisations to make the Neighbourhood Development Plan as effective as possible.

Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of all residents are understood.

Consult as widely and thoroughly as is possible to ensure that the draft and final Neighbourhood Development Plan is representative of the views of residents.

Agree subject to ratification by the Parish Council, a final version of the Neighbourhood Development Plan.

4. Decision-Making Processes:

Decisions will be taken via majority vote after discussion. Where there are equal numbers resulting from a vote, the Chair will have the casting vote.

The Steering Group has full delegated authority from the Parish Council. The Group will report monthly or as required to the Parish Council setting out progress on its work. The

Parish Council will advise on, amend or ratify the Neighbourhood Plan prior to submission for consultation and independent examination.

5. Community Engagement:

There will be engagement with the local community throughout the process via regular updates, consultations, a survey and finally a referendum on the Neighbourhood Development Plan. This process will ensure that the Neighbourhood Development Plan reflects the needs and aspirations of the community.

6. Reporting:

As per the Steering Group role, section 3.

Minutes of meetings will be made publicly available via the Motcombe Parish Council website.

7. Financial Matters:

Funding for the Neighbourhood Development Plan comprises a budget allocation from the Parish Council and donations from Village organisations and others. All spend from these sources is managed by the Clerk to the Council.

8. Conflicts of Interest:

The Steering Group has a Conflicts of Interest policy, ratified 1st September 2025. The Steering Group members will be asked at each meeting if they wish for any new Conflicts of Interest to be highlighted.

9. Data Protection:

Anyone responsible for using Steering Group personal data must make sure the information is:

- **Used fairly, lawfully and transparently.**

- **Used for specified, explicit purposes.**
- **Used in a way that is adequate, relevant and limited to only what is necessary.**
- **Accurate and, where necessary, kept up to date.**
- **Kept for no longer than is necessary.**
- **Handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage.**

10. Dissolution:

The Steering Group will be dissolved by consent and agreement with the Parish Council, following successful adoption of the Neighbourhood Plan by Dorset Council.

Any remaining funds will be donated to charity.

Document ratified 8th October 2025..