

MASHAM NEIGHBOURHOOD PLAN

STEERING GROUP CONSTITUTION

1. The Masham Neighbourhood Plan Steering Group has been established by Masham Parish Council with the purpose of creating a Neighbourhood Plan. The Plan will cover the 'Plan Area' designated by Harrogate Borough Council on 10.08.2018.
2. The Steering Group (SG) will act on behalf of the Parish Council and will carry out extensive local consultation throughout the process and give full consideration to the views of all people living, working and operating within the area.
3. The SG will be formed from members of the local community, including Parish Councillors, with the Chairman to be appointed by the SG. Officers (such as Secretary, Treasurer or Plan Co-ordinator) are also to be appointed as necessary by the SG.
4. The SG will meet as often as necessary in order to deliver the Neighbourhood Plan in a timely manner,

reporting back to the Parish Council in order that the Council can confirm its approval of all major milestones throughout the process. Any concerns raised by the Council will be addressed promptly by the SG.

5. The SG will be financed wherever possible by NP grant funding. If additional funding is necessary, this will be the responsibility of the Parish Council. All items of major expenditure (in excess of £200) incurred by the SG are to be approved by the Parish Council.

6. The SG will utilise the Parish Council website in order to inform the public of relevant information including details of members and officers, and their declared interests. Approved Minutes of SG meetings will also be published.

This document supersedes the previous version known as the 'Masham Neighbourhood Forum' Constitution.

Dated: 23 November 2022.

Approved by Masham Parish Council at the meeting held 05.12.2022 - agenda item 10.1.