



Volunteer Group Terms of Reference

Group Objectives

The overall objective of the Volunteer Group is to produce a Neighbourhood Development Plan [The Plan] which reflects the wishes of the community and promotes the social, economic and environmental well-being of Peasmarsh. The group therefore needs to :

- (a) provide opportunities to influence local decision making, including the opportunity to develop local planning policies;
- (b) provide opportunities and encourage all residents and businesses within the boundary of Peasmarsh to have their say in producing the plan;
- (c) seek to make the area more sustainable and protect the natural environment;
- (d) establish openness and transparency between all organisations about the proposals for Peasmarsh;
- (e) work in close liaison with Peasmarsh Parish Council'
- (f) conform with the relevant provisions of national neighbourhood planning legislation, exercising any powers which attach to the group as a designated forum;
- (g) ensure that The Plan :
 - i. is in general conformity with Rother District Council's adopted Local Plan and, in due course, with the emerging Local Plan;
 - ii. has regard to national planning policy and guidance;
 - iii. contributes to the achievement of sustainable development, including but not limited to, renewable and green energy, cycling, walking and public transport;

Group Core Functions

The creation of The Plan has to be a democratic, open and transparent process. The core functions of the volunteer group are :

Establishing the strategic direction by :

- setting the vision, values, and objectives of the plan;
- agreeing priorities and targets;
- meeting any statutory duties with the support of Peasmarsh Parish Council;

Ensuring accountability, by:

- appointing the chair of the steering group;
- monitoring progress towards targets;
- engaging fully with stakeholders;

Ensuring financial probity, by:

- setting a budget with the Peasmarsh Parish Council's Treasurer;
- monitoring spending against the budget
- ensuring value for money is obtained;
- ensuring risks to the organisation are managed;



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Responsibilities

The Group will be using public funds in its activities and is, together with its individual members, therefore governed by the seven Nolan principles. These are available online at the following address: <http://peasmarshndp.uk/vault/7principles.pdf>

As a group :

- we will strive to work as a team, actively promoting constructive working relationships;
- we will express views openly, courteously and respectfully in all our communications with other volunteers;
- we will support the chair in its role of always ensuring appropriate conduct both at meetings and all other times;
- we are prepared to answer queries from other volunteers in relation to delegated functions and consider any concerns expressed;

As individuals :

- we acknowledge that our involvement requires time and energy;
- we will each accept our fair share of responsibilities as suit our particular skills and experience;
- we will try to attend all meetings and where we cannot attend will send apologies;
- we accept that in the interests of open governance our full names will be published on the plan website;

Confidentiality

- The overall activity is in the public domain and so the majority of the information used and published will be free from any questions of confidentiality. However, there may be instances where personal data is acquired and in these circumstances :
- we will observe complete confidentiality for personal data;
- we will not share or publish information owned by other organisations without consent;
- we will follow the data protection policies of Peasmarsh Parish Council Conflicts of interest;

Conflict of Interest

It is inevitable that, as members of the community, we will find issues and choices arise during the creation of the Plan in which we stand to be personally advantaged or disadvantaged. That does not debar us from participating in the process as a whole provided that all personal interests are openly declared. For that purpose the group shall keep a signed Register of Members' Interests.



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A personal interest may include a pecuniary interest in any land which may be considered for development [whether or not it is eventually included in the Plan] or ownership of a property which could be affected, positively or negatively, by any form of development. Such interests include those of any close person, whether relative or not, or Employer. A personal interest might also be non-pecuniary such as a loss of view if neighbouring land were to be developed.

We will declare any conflicts of interest in the Register and will remind every meeting, ideally at the start of a meeting but, if not, then when it arises during a meeting, of any relevant conflict. The chair of the meeting will be responsible for deciding whether the potential conflict is so great that a person should be excluded from discussion on any particular matter.

Breach of Code

- if we believe that this code has been breached, it will be raised with the chair and the chair will investigate and seek to resolve any difficulties or disputes in constructive ways;
- if the chair has breached this code then the deputy chair will fulfil the function;