



mirfield  
town council

# NEIGHBOURHOOD PLAN STEERING GROUP

TERMS OF REFERENCE 2026



## **MIRFIELD TOWN COUNCIL NEIGHBOURHOOD PLAN STEERING GROUP**

### **1. PURPOSE**

- a) The main purpose of the Town Council Steering Group is to oversee the preparation of the Neighbourhood Plan for Mirfield Town Council Neighbourhood Area, in order that this will then progress to independent examination and a successful community referendum
- b) The Steering Group will engage the local community to ensure that the plan is truly representative of the ambitions of Mirfield Town Council
- c) The group will maximise support for the approach taken in the Neighbourhood Plan by ensuring high levels of community engagement throughout the plan-making process
- d) To aim for timely adoption by Kirklees Metropolitan Council to become statutory planning policy

### **2. PRINCIPLES**

- a) That the Steering Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community
- b) All decisions made shall be fully evidenced and supported through consultation with the local community.

### **3. MEMBERSHIP**

- a) The Steering Group will be made up of a cross section of volunteers from the community, including town councillors.
- b) Effort will be made to seek representation from under-represented sections of the community
- c) Membership of the Steering Group will be open to the public including Mirfield residents and businesses and those who have an interest in the area

### **4. MEETINGS**

- a) Steering Group meetings will take place as appropriate with 3 clear days' notice given to members of the group
- b) The Steering Group will agree a facilitator and note taker to remain in those positions until the project is completed. If these positions should become vacant, the group will elect another person. The note taker shall keep a record of meetings and circulate notes to Steering Group members and the Town Council in a timely fashion. Full minutes of meetings will be placed on the Town Council website
- c) The facilitator will liaise with Mirfield Town Council and report relevant actions at the Town Council meetings.
- d) Where a vote is required each member shall have one vote. A minimum of 4 members shall be present where matters are presented for decisions to be taken. A simple majority vote will be required to support any motion. The facilitator shall have one casting vote.

### **5. CONDUCT**



- a) It is expected that all Steering Group members abide by the principles and practice of the Town Council code of conduct including declarations of interest.
- b) Whilst members as individuals will be accountable to their parent organisations, the Steering Group as a whole is accountable to the wider community for ensuring that the plan reflects their collective expectations.
- c) The Steering Group will achieve this through applying the following principles:
  - 1. Be clear and open when their individual roles or interests are in conflict
  - 2. Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity or religion and beliefs
  - 3. Actively promote equality of access and opportunity

## 6. ROLES AND RESPONSIBILITIES

To achieve this, the Steering Group will carry out the following roles:

- a) To get the working party established without bringing politics into the picture
- b) Look at local policies and alternatives
- c) Decide what needs to be addressed
- d) Produce, monitor and update a project timetable
- e) Keep it simple, clear and focused by avoiding duplication or diversification
- f) Produce a consultation and engagement strategy showing how the public will be involved throughout the process including the use of social media
- g) Gather the evidence
- h) Identify sources of funding to the Town Council
- i) Liaise with relevant authorities and organisations to make the plan as effective as possible
- j) Consult as widely and thoroughly as is possible to ensure that the draft and final neighbourhood development plan is representative of the views of the public
- k) Agree, subject to ratification by the Town Council, a final submission version of Mirfield Neighbourhood Development Plan supported by evidence, consultation and any required assessments to meet basic conditions.

## 7. WORKING GROUPS

- a) The Steering Group may establish working groups, made up of volunteers from the community to aid them in any Neighbourhood Plan related work
- b) Each working group should have a lead person from the Steering Group
- c) Members of the community will be encouraged to participate in the process at all stages

## 8. DECISION MAKING

- a) The Steering Group has authority from Mirfield Town Council to deliver its plan making functions up to and including publication of the Consultation Draft Plan and will report progress and milestones for information and approval using the Locality Guide and Neighbourhood Plan project template as guides
- b) The Town Council will prepare and approve the submission draft Neighbourhood Plan prior to publication for consultation and independent examination

- c) The plan making process remains the responsibility of Mirfield Town Council as the qualifying body. All publications, consultation and community engagement exercises will be undertaken by or on behalf of the Town Council with appropriate recognition of its position given in all communications associated with the project

#### **9. FINANCE**

- a) All grants and funding will be applied for and held by Mirfield Town Council who will ring fence the funds for Neighbourhood Development Plan work and comply with accounting practices and will keep detailed records of expenditure by the group
- b) The Steering Group will notify the Town Council advising them of any planned expenditure before it is incurred
- c) The Steering Group will identify areas where funding is required and/or identify funding streams for the Town Council to make appropriate bids

#### **10. CHANGES TO THE TERMS OF REFERENCE**

This constitution may be amended with the support of at least two thirds of the current membership at a Steering Group meeting and with the approval of the Mirfield Town Council

#### **11. DISSOLUTION**

- a) The Steering Group will be dissolved once it's objectives have been attained or if subject to a motion to disband, passed by two thirds of the members of Mirfield Town Council
- b) The Steering Group will then dispose of any remaining funds held in accordance with any conditions imposed by the grant funders and in the best interests of Mirfield Town Council.

**ADOPTED 13/5/26 MTC9(6)**