

Payhembury Neighbourhood Plan

Steering Group Terms of Reference

1. Purpose

The main purpose of the Payhembury Neighbourhood Plan Steering Group (*the Group*) is to oversee the preparation of the Payhembury Parish Neighbourhood Plan (*the Plan*) for Payhembury Parish, ensuring that all issues are addressed properly with the appropriate levels of community engagement and with the aim of maximising the potential that the Plan will be supported at the local referendum.

2. Roles and Responsibilities

In order to achieve its purpose, the Group will adopt the following:

- Be responsible for the strategic management of the Plan ;
- Produce and monitor a project timetable;
- Produce a consultation strategy, showing how residents of the Parish will be involved in the process;
- Liaise with relevant authorities and organisations to make the Plan as effective as possible;
- Identify sources of funding;
- Report back to the Parish Council and where necessary secure endorsement on decisions taken;
- Oversee and undertake analysis and evidence gathering in support of the Plan's production;
- Agree, subject to ratification by the Parish Council, a final submission of the Plan.

3. Membership

The Group will be made up of a cross-section of volunteers from the community, including Parish Councillors.

4. Decision Making

The Group is established as having full delegated authority from the Parish Council to deliver its plan-making functions up to and including publication of the Consultation Draft Plan. The Group will report periodically but regularly to the Parish Council setting out progress on its work. The Parish Council will approve the Submission Draft Plan prior to publication for consultation and independent examination.

5. Meetings

Group meetings will take place at least once every two months.

Where possible, all meetings should be held within the Parish.

Decisions made by the Group should normally be by consensus. Where a vote is required, each member shall have one vote. A minimum of four members shall be present where

matters are presented which require a vote. A simple majority vote will be required to support any motion. The Chairman shall have one casting vote.

6. Working Groups

The Group may establish working groups to aid them in any Plan related work.

7. Finance

All grants and funding will be applied for and held by the Parish Council, who will ring fence the funds for Plan work.

Group members and volunteers from any working group may claim back any previously agreed expenses incurred during any Plan work.

8. Conduct

It is expected that all Group members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.

The Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.