

BURGHILL PARISH COUNCIL
Neighbourhood Plan Steering Group
Terms of Reference

Purpose

The purpose of the Neighbourhood Plan Steering Group is to design and manage the process by which an effective and consensual neighbourhood plan is completed for the parish of Burghill, as set out on the Neighbourhood Area Map. The Steering Group (SG) will support Burghill Parish Council (BPC) by carrying out tasks such as:

- Investigate and identify local support for the Neighbourhood Plan (NP).
- Identify sources of funding; prepare funding bids for submission by BPC.
- Investigate and consult within the parish and with all relevant bodies to provide a NP which:
 - Creates policies for the parish of Burghill
 - Designates a settlement boundary where appropriate
 - Designates land for housing, employment or community use
 - Safeguards or designates recreation or public open space or amenity land
- Determine the types of survey and information gathering to be used.
- Be responsible for the analysis of the survey, the production and distribution of the final report.
- Identify priorities and timescale for local action in the Action Plan, including the lead organisations and potential sources of project funding.
- Update at each meeting of BPC (2nd Wed of every other month beginning January) on progress, issues arising and outcomes.

Membership

The Steering Group will consist of volunteers from a good cross-section of the community, including a minimum of two parish councillors nominated by the parish council.

Roles

- The role of the SG itself is to act as a working group of BPC, and to make recommendations to enable the parish council to make informed decisions.
- BPC has formally resolved to ask Mr Anthony Vaughan to chair the SG and guide the group in all its activities.
- Roles within the SG will be decided by the SG as a whole with the Chairman having the deciding vote.
- The SG will nominate a secretary and a finance co-ordinator, who will liaise with the parish clerk with regard to budget monitoring and reporting.
Working groups can be created to carry out specific duties specified by the full SG, which may include data gathering, consultations and making recommendations to BPC via the SG. The creation, make up, purpose and disbanding of working groups will be at the discretion of the full SG. Each working group would have a lead nominated by the SG.
- It is expected that all Steering Group members will abide by the principles and practice of the Parish Council Code of Conduct including making declarations of interest.

Meetings

- The SG will normally meet a minimum of once every two months, at least a week before meetings of BPC to ensure sufficient time to circulate reports to councillors and include on agendas decisions and expenditure required of BPC.
- At least three clear days' notice of meetings shall be sent to SG members.
- Whenever possible the notice of meetings will include a brief agenda.
- The SG secretary will keep notes of all SG meetings, to include attendance, actions and decisions. Meeting notes to be available to BPC and any member of the public if requested.
- For a SG meeting to be quorate a minimum of 3 members are required to be in attendance, one of whom must be a parish councillor.
- SG meetings will be open and welcoming to the public, however, non-public meetings can be held if deemed necessary and appropriate by BPC.
- BPC will provide the opportunity for the endorsement of regular reports from the SG via an agenda item at all meetings.
- If possible an annual rolling schedule of SG meetings will be set in place and made available to the public via notice boards/website.

Finance, decisions and reporting

- All grants and funding will be applied for and held by BPC, (although the SG will be asked to identify funding sources and relevant prepare bids for submission by BPC) who will ring-fence funds for Neighbourhood Development Plan purposes only.
- After notification from BPC of the budget allocation the SG will prepare a budget forecast which will be regularly updated and reviewed.
- The SC will submit a budget update report to each PC meeting with details of expenditure and additional funding secured.
- Details of all planned expenditure will be given to the parish council via the parish clerk for approval at a parish council meeting.
- The SG's finance co-ordinator will keep a clear record of expenditure supported by receipted invoices and will regularly review and update the budget in liaison with the parish clerk.
- The SG will prepare a project plan complete with a timeline detailing milestones, against which it will report progress and/or obstacles to each meeting of BPC.
- Submission of any report, funding bid or information for publication must not be made without the approval of BPC via the parish clerk.
- All material decisions, appointment of consultants, acceptance of any quotes or estimates, and expenditure must be approved by BPC at a formal public meeting.

Dissolving the Steering Group

At the conclusion of the NP project BPC will discuss the future working of the SG. If the Steering Group wishes to dissolve it must notify the parish council. BPC can dissolve the SG if it considers these terms of reference have been breached, or that the NP is not progressing as agreed with the SG.

For Burghill Parish Council (chair) _____ date _____

For Neighbourhood Plan Steering Group (chair) _____ date _____