

**Draft/NEIGHBOURHOOD PLAN STEERING COMMITTEE TERMS OF REFERENCE**

Background

1. Little Waldingfield Parish Council (the 'PC') has established a Neighbourhood Plan Steering Committee (the 'SC'), following overwhelming support from the residents of the Parish of Little Waldingfield ('Residents'), for the establishment of a Neighbourhood Plan for Little Waldingfield ('NP').

Purpose

2. The purpose of the SC is to oversee the preparation of the NP.
3. The objective of the NP is: *“To preserve and enhance the quality of life, the environment and local economy of Little Waldingfield in a sustainable way”*.

Tasks

4. The SC will:
  - (a) Prepare an outline process and costing for the production of the NP;
  - (b) Access existing evidence about the needs and aspirations of the Residents;
  - (c) To promote the process of preparing the NP and to encourage participation in the process, including the submission of views and proposals by Residents;
  - (d) To organise meetings and appoint sub-groups to gather views and to consult on proposals;
  - (e) Analyse the views and proposals received during the consultation process into the NP and use the data to prepare a draft of the NP;
  - (f) Keep the PC and Residents fully informed of the progress of the NP, by way of a regular agenda item.

Membership and Quorum

5.
  - (a) The SC shall comprise up to 5 members, one of whom will be nominated to act as Chairman;
  - (b) The SC shall review its membership from time to time. Additional members may be co-opted if required;
  - (c) The SC shall include at least 2 members of the PC at any one time;
  - (d) The SC shall be quorate when 3 members are present of whom 1 must be a member of the PC.;
  - (e) In the event of a split vote on an issue, the Chairman shall have the casting vote;
  - (f) If the Chairman is not present, the other members of the SC shall elect a Chairman for the meeting from amongst their number.

### Clerking Arrangements

6. (a) The SC shall appoint a non-voting, clerk to the SC (the 'Clerk');
- (b) Notice and associated papers for a meeting shall be circulated to the SC at least 3 days before the date of a meeting by email;
- (c) Minutes shall be kept of meetings, which will be made available to the public;
- (d) The Clerk shall ensure copies of the minutes are retained.

### Frequency and Procedure at Meetings

7. (a) The SC shall meet at least every 6 weeks;
- (b) Any changes to the SC and/or its terms of reference shall require the approval of the PC;
- (c) Meetings of the SC shall be conducted in accordance with the latest addition of the 'The good councillor's guide'.

Tim Sheppard,  
July 2017