

NEIGHBOURHOOD PLAN STEERING GROUP (Terms of Reference)

- 1) The Neighbourhood Plan Steering Group is set up solely for the purpose of delivering a Neighbourhood Plan for the Town of Swaffham.
- 2) The Aims and Objectives and Area Designation have been set by the Town Council as the statutory body.
- 3) The Steering Group shall consist of approximately 15 members. The Planning Committee of Swaffham Town Council shall initially appoint members, but from the inaugural meeting onwards the Steering Group can co-opt as appropriate.
- 4) The Steering Group is autonomous to the point of producing a final draft for Independent Examination and with the exception of incurring costs.
- 5) The Steering Group shall keep the Town Council and all interested parties informed of progress with the Neighbourhood Plan. The draft plan shall be referred to the Town Council for approval prior to the Independent Examination and Referendum.
- 6) The Steering Group shall be dissolved at the point of a successful Referendum.

Governance arrangements:

- a. The Chair and/or Vice Chair of the Steering Group can be a Councillor or Non-Councillor, as appropriate, appointed by the Steering Group at their first meeting.
- b. A minimum of five Councillors shall serve on the Steering Group.
- c. Decisions shall be taken by consensus and can be referred to the Planning Committee or Town Council if a consensus cannot be achieved.
- d. The Steering Group meetings are open to the public and press.
- e. The Steering Group shall work with the Council's appointed consultants,
- f. The Town Clerk or Deputy Clerk will refer recommended expenditure to the Town Council for approval (unless already budgeted).
- g. The Steering Group shall be quorate with no less than five (or one third) members present and shall meet monthly.
- h. The Town Clerk or Deputy Clerk shall attend all formal meetings of the Steering Group to advise accordingly; with administrative support staff to take minutes.
- i. Un-staffed informal meetings of the Steering Group can be arranged for the collection of data, to further discussions on complex issues or discuss matters with interested parties. No decisions can be taken at informal meetings.