

## ELMSETT NEIGHBOURHOOD PLAN - STEERING COMMITTEE

### TERMS OF REFERENCE

1. Elmsett Neighbourhood Plan(ENP) will be undertaken by representatives from the Parish of Elmsett, with a minimum of three Parish Councillors will as members of the Steering Committee. The Steering Committee will not exceed 9 members
2. At the first meeting, appointments of Chair and Secretary and will be made
3. The Steering Committee will work under the guidance of the appointed Planning Consultant for Elmsett Neighbourhood Plan. The committee will advise the Parish Council and will make decisions in accordance with the guidance of the Planning Consultant. The Steering Committee will provide communication reports to the Parish Council. The Parish Council will control the budget for the ENP to ensure transparency and clear book-keeping.
4. The Steering Committee will facilitate actions and information required by the Planning Consultant, to ensure and encourage involvement in the ENP by members of the village and village groups.
5. Meetings will be at least monthly but more frequent initially. Notes will be published on the Neighbourhood Plan pages of the Parish Council Website.
6. Additional sub groups may be formed that will report into The Steering Group.
7. Responsibilities of all members of the Steering Group and sub groups:
  - To ensure that the probity of the Group and sub groups and their work is open and transparent.
  - All members of the Steering Group and sub groups must declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the Steering Group and sub groups. This may include membership of any organisations, ownership of interest in land (directly or indirectly) or a business or indeed any other matter likely to be relevant to the work undertaken by the Steering Committee.
  - To ensure that there is no discrimination in the plan-making process and that it is an inclusive, open and transparent process for all groups involved in ENP.
  - Members of the Steering Committee will treat other members of the Committee with respect and dignity allowing members to air their views without prejudice and interruption.
  - Members of the Steering Committee have a responsibility to act in the best interests of the Neighbourhood Plan area as a whole and to contribute to the preparation of a long- term plan that will enhance the economic, social and environmental interests of the Parish within the Neighbourhood Plan area, following consultations with the whole community.
8. On completion of Elmsett Neighbourhood Plan the Steering Committee will be officially dissolved.