

Copdock and Washbrook Parish Council Neighbourhood Plan Steering Group

Terms of Reference

1. Background

Copdock and Washbrook Parish Council (the 'PC') has established a Neighborhood Plan Steering Group (the 'SG'), following overwhelming support from the residents of the Parish of Copdock and Washbrook ('Residents'), for the establishment of a Neighborhood Plan for Copdock and Washbrook Villages ('NP').

2. Purpose

The purpose of the SG is to oversee the preparation of the NP.

The objective of the NP is: *"To preserve and enhance the quality of life, the environment and local economy of Copdock and Washbrook in a sustainable way"*.

3. Tasks

The SG will:

- (a) Prepare an outline process and costing to produce 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.

4. Membership and Quorum

- (a) The SG shall comprise of a minimum of 6 members, one of whom will be nominated to act as Chairman;
- (b) The SG shall review its membership from time to time. Additional members may be co-opted if required;
- (c) The SG shall include at least 2 members of the PC at any one time;
- (d) The SG 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 SG shall elect a Chairman for the meeting from amongst their number.

5. Clerking Arrangements

- (a) The SG may appoint a clerk to the SG (the 'Clerk');
- (b) Notice and associated papers for a meeting shall be circulated to the SG 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) Copies of the minutes shall be retained by or on behalf of the SG.

6. Frequency and Procedure at Meetings

- (a) The SG shall meet at least every 8 weeks;
- (b) Any changes to the SG and/or its terms of reference shall require the approval of the PC;
- (c) Meetings of the SG shall be conducted in accordance with the latest addition of the 'The good councilor's guide'.

7. Expenditure in Relation to the NP

- (a) The PC shall hold on behalf of the SG, all funding for the purpose of advancing the NP. This will include funds allocated for the NP by the PC and any sums awarded by external bodies by way of grant funding.
- (b) Following consultation with the Chair of the PC, the SG will ensure that the payment of any such funds for the NP is made through the auspices of the Clerk to the PC.