



The PLUMPTON PARISH NEIGHBOURHOOD PLAN

STEERING GROUP TERMS OF REFERENCE

1. The purpose of the Steering Group is to create a Neighbourhood Plan for the entire parish of Plumpton, manage it through the approval process and set up a robust on-going management process to ensure the plan is acted upon and amended as necessary.
2. The Steering Group (SG) will consist of 10-12 members of the following composition:
 - i. Chairman
 - ii. Vice-Chairman
 - iii. Up to 10 other SG Members
3. The SG will make efforts to maintain a range of skills/knowledge in the SG and Topic Groups (as below), and be representative of the parish as far as is possible within the constraints imposed by being drawn from volunteers.
4. The Parish Council clerk will provide such financial and administrative assistance as is appropriate within that approved by the PC.
5. Initially there will be 5 Topic Groups (TG):
 - i. Economy & Local Business
 - ii. Transport & Access
 - iii. Heritage, Community and infrastructure
 - iv. Natural Environment & Sustainability
 - v. Housing
6. Each Topic Group will contain one or more SG members and each SG member will be on at least one TG. TGs will seek specialist assistance as required.
7. The full SG will meet as required.
8. The SG may consider itself quorate if four members at minimum attend and a majority vote will be required to make decisions.
9. TGs will meet as required.
10. SG meetings should be held where possible in public buildings and notified on the PC web-site and notice-boards. Members of the public may attend to observe but may speak only at the Chair's discretion. TG members will be notified of SG meetings by email and may attend to observe but not vote. The Chair may elect to close a meeting to the public at his/her discretion.



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11. Agendas and Minutes of SG meetings will be produced by an appointed member of the group or the PC clerk and published on the Parish Council web-site.
12. The views of residents, businesses and other people and groups with interests in the Plumpton parish will be sought by the SG and TG members using a range of communication methods, including Open Meetings and surveys.
13. The use of electronic methods for communication will be maximised, while remaining sensitive to the needs of groups unwilling or unable to access these methods.
14. The project will be managed through a project plan, which will be developed and updated by the SG.
15. The SG will report regularly to the Parish Council and other interested groups as agreed.
16. SG and TG members will be expected to complete an entry in a register of interests which will be made available to residents.
17. SG and TG members must maintain confidentiality when requested and comply with the requirements of the Data Protection Act