



Kessingland Parish Council

Terms of Reference for the Neighbourhood Plan Steering Group

1. Purpose

The Kessingland Neighbourhood Plan Steering Group is established by Kessingland Parish Council to oversee and coordinate the preparation of the Kessingland Neighbourhood Plan.

Kessingland Parish Council remains the qualifying body responsible for the Neighbourhood Plan. The Steering Group will undertake the day-to-day development of the Plan and make recommendations to the Parish Council.

2. Role

The Steering Group will:

- develop and oversee the project plan and timetable
- gather evidence to support the Neighbourhood Plan
- engage and consult with residents, businesses and community organisations
- identify issues and priorities for consideration
- work with consultants, planning officers and other advisers as appropriate
- develop draft policies and proposals
- establish working groups where required
- report progress and recommendations to Kessingland Parish Council.

3. Membership

Membership will comprise parish councillors and members of the local community. Community members may include residents, representatives of local organisations, businesses and individuals with relevant knowledge or experience.

Members will be appointed by Kessingland Parish Council.

The Steering Group will elect a Chair and Vice-Chair from its membership.

4. Meetings and Decision Making

The Steering Group will meet as required.

The quorum will be four members, including at least one parish councillor and two community representatives.

The Group will seek to reach decisions by consensus. Where this is not possible, matters will be decided by a simple majority of those present and voting.

A record of meetings, decisions and actions will be maintained.

5. Authority

The Steering Group may undertake the day-to-day work required to prepare the Neighbourhood Plan but may not commit the Parish Council to expenditure or contractual arrangements unless specifically authorised.

Kessingland Parish Council will retain responsibility for:

- approving the Steering Group's budget
- approving significant expenditure and contracts
- approving the draft Plan for statutory consultation
- approving the final Plan and supporting documents for submission and any other decisions which must be made by the qualifying body.

6. Finance

The Steering Group will operate within any budget approved by Kessingland Parish Council. All expenditure will be administered in accordance with the Council's Financial Regulations.

Kessingland Parish Council will be the accountable body for any grant funding received for the Neighbourhood Plan.

7. Interests and Conduct

Members must declare any relevant personal or financial interest in matters being considered by the Steering Group.

Members are expected to act respectfully, objectively and in the interests of the Neighbourhood Plan and the wider Kessingland community.

8. Reporting and Transparency

The Steering Group will report regularly to Kessingland Parish Council.

Meeting records and other appropriate information relating to the development of the Plan will be made publicly available, subject to data protection and legitimate confidentiality requirements.

9. Working Groups

The Steering Group may establish working groups to consider specific subjects or undertake particular tasks.

Working groups will report to the Steering Group and will have no independent decision-making or spending authority.

10. Duration

The Steering Group will continue until the Kessingland Neighbourhood Plan has been made, unless Kessingland Parish Council determines otherwise.

These Terms of Reference may be amended at any time by resolution of Kessingland Parish Council.