

EASTON NEIGHBOURHOOD PLAN -STEERING COMMITTEE

TERMS OF REFERENCE

- 1 Easton Neighbourhood Plan(ENP) will be undertaken by representatives from the Parish of Easton, with a minimum of one Parish Councillor and maximum of two Parish Councillors, as members of the Steering Committee.
- 2 At the first meeting the appointments of Chair will be made, Secretary and Treasurer will be made following.
- 3 The Steering Committee will work under the guidance of the appointed Planning Consultant for Easton Neighbourhood Plan. The committee will adopt delegated powers from 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 Steering Committee will control the budget and communicate income and expenditure to the Parish Council 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 of members of the community and interested parties in the Easton Neighbourhood Plan.
- 5 Meetings will be monthly. Minutes will be produced and published on the Neighbourhood Plan page 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 Easton Neighbourhood Plan.
 - 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 Easton 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. In the event of it being necessary to vote on an item within The Steering Committee there will be ONE vote per member. It will only be passed if there is a 2/3 (two thirds) majority.
9. On completion of Easton Neighbourhood Plan the Steering Committee will be officially dissolved.