



Burnham Neighbourhood Plan

Steering Group Terms of reference

Purpose

1. The objective of the steering group is to produce a neighbourhood plan for Burnham.
2. The group shall dissolve when either the neighbourhood plan is adopted, or it is agreed to no longer pursue the plan.

Constitution

3. The group shall consist of up to 15 members.
4. Up to 6 of these members shall be parish councillors, with membership decided by the Parish Council.
5. The remaining membership shall be open to applications from the community, with eligibility and the application process decided by the Parish Council.
6. The Clerk, or other officer of the Parish Council, shall attend each meeting to facilitate, advise, and take notes.

Accountability

8. Notes of each steering group meeting shall be available for the Parish Council and the public.
9. The group shall provide progress reports for the Parish Council and relevant committees.
10. All members of the public shall be able to attend and observe meetings.

Financial control

11. The steering group shall advise the Clerk on how it wishes to spend any grant funding.
12. The Clerk, in discussion with the group, shall be able to incur expenditure up to the amount given for exclusive use on the neighbourhood plan, by the Council or other body.
13. All expenditure must be in accordance with the Parish Council's Financial Regulations.

Conduct and decision-making

14. All members of the group shall conduct themselves in accordance with the general obligations of the Parish Council's code of conduct.

15. In accordance with the principle that the neighbourhood plan be community-led, Standing Orders 16 (b) to (f) shall not apply for the purposes of this steering group.

16. The quorum of the group will be ~~one~~ one third of the membership.

17. All members of the group shall be eligible to vote on all matters.

18. The Parish Council reserves the right to vary these terms of reference at any point

Adopted 15/05/2023