

STURMINSTER MARSHALL NEIGHBOURHOOD PLAN COMMITTEE

TERMS OF REFERENCE

1. The Committee will be responsible for drawing up the Neighbourhood Plan, seeking advice from professional consultants and other sources as and when necessary, and carrying out public consultation as appropriate.
2. The Committee will:
 - a) Ensure the Neighbourhood Plan is supported by an effective and ongoing programme of communication and consultation with the community.
 - b) Provide updates on progress via the Parish Council website and noticeboards, and in The Bridge.
 - c) Establish the future housing, amenity, conservation and business needs of the area, and highlight infrastructure implications of these needs.
 - d) Identify and define potential development areas.
 - e) Identify and define those areas which the community wishes to be protected.
 - f) Identify and define areas which have potential for recreational use.
 - g) Identify and define areas where wildlife habitats should be afforded protection.
 - h) Ensure that the Neighbourhood Plan complies with relevant local, national and, if appropriate, international legislation.
3. The Committee shall consist of x members made up of y from the Parish Council and z from the village community. Any change in the number of members will be subject to agreement with Sturminster Marshall Parish Council. A person shall cease to be a member of the Committee having notified, in writing, the Chairman of the Committee or the Clerk to the Parish Council.
4. The Chairman and Vice-Chairman will be elected by members of the Committee.
5. The Committee is permitted to set up a Working Group consisting of Committee members to research any particular aspect of the Neighbourhood Plan, as and when it is considered necessary. Any such Working Group will report its findings to the Committee on completion of the task.
6. All members of the Committee will observe the Sturminster Marshall Parish Council's Code of Conduct and complete a register of interests: non-Council members' registers will not be published.
7. The Committee will meet once every month or as may be required. At least three working days' notice will be given prior to any meeting.
8. The minutes of each meeting will be recorded and circulated to all Committee members within 14 days. A copy of the draft minutes will be submitted to the Sturminster Marshall Parish Council and be posted on the Parish Council website.
9. A quorum necessary to transact business shall consist of 4 members, to include at least one member of the Parish Council.
10. Decisions and recommendations will be made by consensus view of the Committee. The Steering Group will vote on all important decisions. In the event of a tied vote, the Chairman shall have a casting vote. In addition, between meetings, urgent items may be circulated, discussed and agreed by email.
11. Funding for costs involved in preparing the Neighbourhood Plan will be sought by the Committee via the Sturminster Marshall Parish Council. All expenditure will be

approved, and payments made, by Sturminster Marshall Parish Council, following recommendations by the Committee.

12. Any proposed changes to the above terms of reference will be referred to Sturminster Marshall Parish Council for approval.
13. The Steering Group will be accountable to the Parish Council. The Steering Group Chairman will provide a monthly progress report to the Parish Council's Full Council Committee
14. All decisions (including this document) will be submitted to, and formally approved by, the Parish Council's Full Council Committee.