

Terms of Reference for The Pembridge Neighbourhood Plan Steering Group

Objective

To produce a plan for the future of the Parish of Pembridge, which reflects the views of and is acceptable to the majority of residents, for the future development of the Parish.

Authority

Pembridge Parish Council (PPC) delegates authority to the Neighbourhood Plan Steering Group (NPSG) as set in these Terms of Reference (TOR). However, the PPC is responsible for the Neighbourhood Plan and can alter or otherwise amend the TOR at any time should the occasion arise.

The NSPG will keep PPC fully informed of all developments either in writing or by way of a verbal report at PPC meetings. The NSPG will keep minutes of proceedings which will be circulated to group members and PPC Councillors/Clerk. These minutes should be available to residents on the Parish Website.

NSPG Brief from PPC

In order to achieve the objective set out above which covers the entire Parish of Pembridge the NSPG will:-

- **Design a process of consultation which must be prior approved by the PPC.**
- **Design a process for creating a plan which must be prior approved by the PPC.**
- **Implement the above processes.**

The NSPG may not spend PPC funds without prior approval and cannot submit the plan to County without the agreement of Pembridge Parish Council.

Meetings should be bi-monthly or as necessary. Where possible it is suggested that meetings are open and non group members welcome and able to express their comments/ideas.

A minimum of four NSPG members shall constitute a quorum.

Membership of NSPG

This should not just comprise Councillors but should include other Volunteers who do not sit on the Parish Council. The Parish Clerk should be in attendance whenever possible.