

# Borden Neighbourhood Plan Steering Group

## Terms of Reference

### 1. Background

Borden Parish Council at its meeting on 16<sup>th</sup> January 2020 Resolved that it will consider preparing a Neighbourhood Plan.

### 2. Purpose/Objective of the Steering Group

2.1 Borden Parish Council is the qualifying body for the preparation of a Neighbourhood Plan for the Parish of Borden and will remain responsible for public engagement, consultation and communication. The Parish Council has agreed to establish a Neighbourhood Plan Steering Group to guide and agree the content of the plan and all associated evidence.

2.2 The objective of the Steering Group is to produce a sound draft Neighbourhood Plan for the Parish of Borden that defines the spatial planning policy priorities, taking into account all representations made during the plan-making process and having regard to all relevant existing plans and evidence.

### 3. Role of the Steering Group

3.1 The role of the Steering Group will be to manage and guide the development of the Neighbourhood Plan and to assist with community engagement.

3.2 The Steering Group will manage relationships with other bodies.

### 4. Steering Group Membership

4.1 The Steering Group will comprise of the following members:

- A minimum of two Parish Councillors
- A maximum of 8 residents from the Parish of Borden

4.2 Membership may be reviewed as deemed necessary by the Parish Council

### 5. Meetings

5.1 The Steering Group will meet on a regular basis.

5.2 The Steering Group will be chaired by a Parish Councillor.

5.3 Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required, each member shall have one vote. A minimum of four members shall be present where matters are presented for decisions to be taken. A simple majority will be required to support any motion.

5.4 The Steering Committee, when necessary, may make decisions by email.

5.5 The Steering Group may invite technical specialists to attend meetings.

6. Reporting and Communication

6.1 Each Steering Group meeting will be reported monthly to Borden Parish Council. The Parish Council make the necessary decisions on the development of the Neighbourhood Plan.

6.2. Borden Parish Council will manage the communication strategy for the Neighbourhood Plan.