

BARWICK IN ELMET AND SCHOLES PARISH COUNCIL

Neighbourhood Plan Review Steering Group - TERMS OF REFERENCE February 2021

1. The Purpose of the Steering Group

The Steering Group is constituted as a Working Group to advise Barwick in Elmet and Scholes Parish Council and its Planning Committee in matters relating to

- a. The Review of the Parish Councils Neighbourhood Plan
- b. Ensuring compliance with statutory obligations (regarding documents, policies and legislation) in connection with the Review
- c. The conduct of surveys, consultations, referenda, and dissemination of the results
- d. Securing funding to undertake work on the review including costs to employ such professional assistance as it considers necessary

2. Delegated Powers

- a. To undertake a review of the Barwick in Elmet and Scholes Neighbourhood Plan and advise the Parish Council of amendments which need to be made to the Plan.
- b. To seek and obtain evidence to support the recommended amendments by commissioning studies, undertaking surveys and issuing questionnaires
- c. To organise and carry out a referendum if required to do so,
- d. To advise the Parish Council on the employment of professional assistance with undertaking the review including drawing up the specification for engaging such assistance, recommending to the Parish Council the terms and conditions of engagement, supervising and issuing instructions and certifying payment as necessary
- e. To ensure the Review is in compliance with Data Protection legislation.

3. Membership and Voting

Membership shall comprise Members of the Parish Council together with those residents from the parish who have volunteered to join the Steering Group

- a. All members have voting rights.
- b. All Steering Group members have one vote each and have the right to abstain. Voting shall be by show of hands. In the case of an equal vote the Chair of the Steering Group shall have a casting vote.
- c. The Steering Group shall elect a Chairman and Secretary.
- d. The Working Group may remove a member of the Steering Group if at least 60% of the total membership vote to do so. The Parish Council may dissolve the Steering Group if just cause is found.

4. Meetings

- a. Three members of the Steering Group shall constitute a quorum for meetings.
- b. Meetings will normally be held monthly but may call an additional meeting if required providing proper notice is given by publication of an agenda giving full details of the meeting.

- c. The Steering Group will set the dates of meetings and agendas will be published. A minimum of three clear full working days' notice should be given prior to calling a meeting.
- d. The Press and Public may be allowed to attend and may be allowed to record meetings. They do not have any right to speak unless directed to do so by the Chair of the Steering Group. Press and Public will be excluded for any agenda item where confidential or commercially sensitive information is being discussed.
- e. The Chair will set the agenda for the meetings taking into account suggestions from other Steering Group members and any matters delegated to the Steering Group by the full Parish Council.

5. Communication with The Parish Council and with Other Committee Members

- a. The Chair will be responsible for reporting the outcome of any meetings of the Steering Group to the full Parish Council.
- b. The members of the Steering Group will keep each other informed of any planned activity.