**HAYTON & BURNBY NEIGHBOURHOOD STEERING GROUP**

Terms of Reference

**1. Background.**

Hayton & Burnby Parish Council has undertaken to prepare a Neighbourhood Plan under the Localism Act 2012.

The Parish Council has invited interested members of the Community to participate in the preparation of a draft Neighbourhood Plan.

The Plan Area has been defined and approved.

**2, Purpose and Aims.**

The Steering Group will undertake on behalf of the Parish Council the work of preparing a draft Neighbourhood Plan. It will engage with the local Community, assemble evidence and identity of a vision, issues and objectives which represent the views of the Community of the Plan Area.

Policies will be proposed and developed for the Neighbourhood Plan which support the identified vision and objectives and are consistent with national planning policy and ERYC policies.

The Steering Group will assist the Parish Council, as required, in the procedures necessary for statutary consultation, independent examination, modifications to the draft plan and referendum.

**3. Status and Responsibilities.**

The Steering Group will be known as the 'Hayton & Burnby Neighbourhood Development Plan Group'

It is an advisory body acting on behalf of Hayton & Burnby Parish Council.

Funding of the Steering Group is the responsibility of Hayton & Burnby Parish Council.

The Steering Group may be terminated by a decision of Hayton & Burnby Parish Council.

**4. Membership.**

The Steering Group will consist of members of the Community, Hayton & Burnby Parish Council and as far as possible will reflect the diversity of the Community.

The Steering Group may appoint and remove members by majority consent of the Group or by the Parish Council.

The Steering Group will have no less than five and no more than ten members.

Advisors and representatives of relevant interests may be invited to assist and advise the Group.

The Chairman and Vice Chairman will be appointed from and by the members of the Group.

They may be removed by majority consent of the Group if approved by the Parish Council.

When a post becomes vacant the Group will elect a replacement.

The Secretary will be the Parish Council Clerk.

**5. Meetings.**

The Group will meet regularly at venues and on dates decided in advance by the Group or as notified by the Secretary in agreement with the Chairman at least 14 days in advance of the meeting, except in special circumstances when an extra meeting becomes essential at short notice,

An Agenda will be circulated to all members of the Group at least 3 days in advance of the meeting.

A minimum of 3 members must be present at each meeting. If the minimum number are not present the meeting will be deferred.

Minutes will be prepared and circulated to all members of the Group and will be published on the Parish Council web site.

Minutes will be presented at the next Parish Council meeting for discussion and ratification. NDP to be a standing Agenda item at every PC meeting until further notice, Minutes will be published on the Parish Council web-site.

**6. Code of Conduct.**

Members of the Group will make a declaration of interest if it is relevant to the work of the Group.

Members will conduct themselves with honesty, integrity and in the best interests of the Community of the Plan Area. All members of the Group will behave respectfully and not seek to confer an advantage or disadvantage on any person and shall not disclose confidential information.

All members of the Group will be deemed to have agreed to this code of conduct by acceptance of appointment to the Group.

**7. Members of the Steering Group at 20th February 2018**

Chairman: Michael Bettison Hayton & Burnby Parish Council

Vice Chairman: Simon Sedcole Hayton & Burnby Parish Council

Secretary: Jo Green Clerk to Hayton & Burnby Parish Council

**Members:**

Michael Bettison Hayton & Burnby Parish Council

Simon Sedcole " " " "

Darren Smith " " " "

David Nicholson " " " "

David Burn Resident of Hayton

Mike Stathers Ward Councillor

Neil Drewery Resident of Hayton & Business owner

8. Advisers

Owen Robinson Forward Planning. ERYC