

BROMHAM PARISH COUNCIL: **NEIGHBOURHOOD PLAN STEERING** **GROUP**



Terms of Reference

1. Constitution

- 1.1 The Bromham Neighbourhood Plan Steering Group (the “Steering Group”) is established as a Sub-Committee under the Authority of the Parish Council (the “Council”) in accordance with Standing Orders.
- 1.2 The Terms of Reference of the Steering Group may be amended at any time by the Council.
- 1.3 The Steering Group may from time to time investigate, discuss or review matters outside its Terms of Reference, if required to do so by the Council.

2. Authority and Purpose

- 2.1 The Steering Group is authorised by the Council to manage any activity within its Terms of Reference.
- 2.2 The main purpose of the Steering Group is to oversee the review and modification of the made Bromham Neighbourhood Plan (BNP) in accordance with good practice and statutory guidance.
- 2.3 The Steering Group is authorised by the Council to obtain, from approved budgets, external legal or other professional advice and to secure the attendance of anyone it considers has relevant experience, expertise or knowledge with the agreement of the Chairman and Vice-Chair of the Council.
- 2.4 The Steering Group has full delegated authority from the Council to review the made BNP and to gather evidence to support the review and any modifications. The Council will approve proposed modifications to the made BNP and Regulation 14, 15 and 16 documentation relating to the BNP prior to publication for consultation and independent examination.
- 2.5 The plan-making process remains the responsibility of the Council as the qualifying body. All publications, consultation and community engagement exercises will be undertaken by or on behalf of the Council with appropriate recognition of the Council’s position given in all communications associated with the project to review the made BNP.

3. Membership

- 3.1 The Steering Group shall be appointed by the Council from amongst its members (3) and from the original Steering Group (3). In accordance with Standing Orders, the Chairman and Vice-Chairman of the Council may attend all Steering Group Meetings and may exercise their right to speak and vote.
- 3.2 The Steering Group shall elect a Chairman and a Vice-Chairman from its membership to remain in those positions until the project is completed. The Chairman shall provide an update report setting out the progress of the Steering Group to meetings of the Council.

4. Attendance and Conduct at Meetings

- 4.1 The quorum necessary for the transaction of the business of the Steering Group shall be not less than 4 members.
- 4.2 Any member who does not attend three consecutive meetings of the Steering Groups without having an excuse accepted by the Chairman of the Council will automatically cease to be a member of the Steering Group.
- 4.3 Notes of Steering Group meetings will be prepared and circulated to the Parish Council in a timely fashion. Minutes shall be made publicly available on the Parish Council website.
- 4.4 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 simple majority vote will be required to support any motion. The Chairman shall have one casting vote.

5. Frequency of Meetings

- 5.1 Meetings shall be held at least six times a year.
- 5.2 Meetings shall be held at the Village Hall. The dates of future meetings will be made publicly available via the Council website.
- 5.3 Additional Meetings may be called by the Chairman of the Steering Group or by order of the Council.

6. Steering Group Responsibilities

- 6.1 The Steering Group will undertake the process in a democratic, transparent and fair manner, ensuring that sound technical evidence is obtained,

encouraging appropriate consultation and giving consideration to reasonable opinions and ideas from stakeholders.

- 6.2 All decisions made shall be fully evidenced and, as necessary, supported through consultation with the local community.
- 6.3 The Steering Group will engage the local community to ensure that the Plan is truly representative of the ambitions of the Parish Council. The Group will maximise support for the approach taken in the modified BNP by ensuring high levels of community engagement throughout the plan-making process.
- 6.4 In order to effectively undertake the review of the made BNP, the Steering Group will carry out the following roles:
 - (a) Be accountable for steering and providing strategic management of the Neighbourhood Plan review.
 - (b) Produce, monitor and update a project plan and timetable.
 - (c) Produce a community engagement strategy, showing how the public will be involved throughout the process.
 - (d) Regularly report back to the Council on progress and for endorsement of decisions taken.
 - (e) Undertake analysis and evidence gathering to support the plan review and modification process.
 - (f) Actively support and promote the preparation of the modified BNP throughout the duration of the project.
 - (g) Identify sources of funding.
 - (h) Liaise with relevant authorities and organisations to make the plan as effective as possible.
 - (i) Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of all residents are understood.
 - (j) Consult widely and thoroughly to ensure that the draft and final modifications to the BNP are representative of the views of residents.
 - (k) Agree, subject to ratification by the Council, a final version of the modified BNP.

- 6.5 The Steering Group may, if appropriate, establish a working group(s) made up of volunteers from the community to aid them in the refresh of the made BNP. Each working group must have a lead person from the Steering Group.

7. Finance

- 7.1 All grants and funding will be applied for and held by the Council, who will ring-fence the funds for Neighbourhood Development Plan work.
- 7.2 The Steering Group will notify the Council, advising them of any planned expenditure before it is incurred.

Adopted by:	Parish Council
Date:	5 May 2026
Review Period:	Annually
File Link:	Administration\Policies and Procedures