

## **Hemsby Neighbourhood Plan Steering Group terms of reference.**

Hemsby Parish Council is the qualifying body for the preparation of a Neighbourhood Plan for their parish area.

Hemsby Parish Council has granted delegated authority in exercise of all relevant plan-making functions to the Hemsby Neighbourhood Planning Steering Group

The Neighbourhood Plan will be produced with consultation and engagement with and for the needs of all residents and businesses in the area, now and in the future.

Hemsby Steering Group will

1. Manage and co-ordinate the production of a draft Neighbourhood Plan that is representative of local views.
2. Co-ordinate effective engagement with all members of the community on a number of aspects relating to the Neighbourhood Plan.
3. Effectively communicate findings, ideas and approaches for the Neighbourhood Plan to the Parish Council and the wider community.
4. Identify support, resources and funding needed for stages of the process.
5. Manage the decision making process in an open, transparent and accessible way.
6. Consider growth that is suitable for the Parish of Hemsby as part of maintaining a balanced and happy community.
7. Produce appropriate timescales and delivery mechanisms for the Neighbourhood Plan.
8. Produce a Neighbourhood Plan that is consistent with national and Great Yarmouth Borough policies.
9. To take the Neighbourhood Plan to adoption by Great Yarmouth Borough Council.

Membership and Roles

Chairman :Borough councillor James Bensly, will chair meetings, guide and advise steering group, will have 1 casting vote.

Vice chairmen :Tracy Foster (resident) George Waterman (resident)to chair meetings in absence of chair.

Secretary:Parish councillor Tina Nudd, convenes and minutes meetings.

Project Manager: Collective Community Planning. To advise on planning policy and all aspects of plan.

Parish council members: Pam Richmond, Angie Bennett.

Resident Members: Charlotte Hill, Caz Eden, Maria Ellis, Melissa Muldowney, Hannah Gray.

Archaeologist adviser , Simon Gray.

All members will use their individual skills, experience and expertise to undertake all work related to completion of the plan. All members will have 1 vote with the exception of the Chair, who will have a casting vote.

Kerrie Wilton: Parish Clerk to ensure relevant council policies and procedures are followed and manage and monitor budget and finances. To attend and clerk relevant meetings if agreed by Parish Council. Non voting.

- Membership of the Steering Group will be open to new members by co-option.
- Meetings of the steering group will be held as required (by Zoom) during covid restrictions.
- All members will follow the Parish Council code of conduct. Members not adhering to Parish Council code of conduct can be dismissed from the steering group by a majority vote.
- Members will report monthly to the Parish council at the monthly Parish Council meeting.
- The steering Group will have free access to the Parish Council Printer, by arrangement with the Parish Clerk.
- Venues for Steering Group Meetings and Neighbourhood planning meetings or events will be available at the Pavilion subject to availability without charge.
- The quorum for voting will be the majority vote at present this will be 6 votes.

The above revised terms of reference were proposed for approval by James Bensly  
Seconded by Tina Nudd with PC clerk Kerrie Wilton present.  
at the meeting on Tuesday 14th July 2020.

The terms of reference were first adopted by the Hemsby Neighbourhood Steering Group and Hemsby Parish Council at the meeting on the 6th March 2020.