

Terms of Reference for the Neighbourhood Plan Steering Group:

The Neighbourhood Plan Steering Group shall be tasked with researching, preparing and producing a Neighbourhood Plan for the future and benefit of Clavering Parish.

- It will support the Clavering Parish Council Clerk in the planning, budgeting and monitoring expenditure on the Neighbourhood Plan.
- It will recommend to the Parish Council methods of liaison with relevant authorities and organisations to make the plan as effective as possible.
- It will make recommendations to the Parish Council regarding the employment of Consultants as appropriate and as required for the writing of the plan.
- It will identify ways of involving the whole community to gather the views and opinions of as many in the community as possible.
- It will make recommendations, having determined the types of survey and information gathering to be used.
- It will be responsible for the analysis of any surveys and will produce final reports accordingly. It will identify priorities and timescales.
- It will report to the Parish Council's monthly meeting,

The NPSG shall comprise a Chairperson and Minutes Secretary, plus as many members as considered necessary for the completion of the works required under a Neighbourhood Plan. The NPSG may form smaller, sub-working parties, subject to the above terms of reference, in order to carry out specific workstreams of the Neighbourhood Plan.