

Mudford Parish Council

Community Plan Steering Group – Terms of Reference

1. Purpose

The Steering Group is established by Mudford Parish Council to support the development and delivery of a Community Survey. Its primary role is to gather information, engage with the community, and prepare materials for consideration by the Parish Council. The group does not have decision-making powers; all recommendations and findings will be presented to the Parish Council for discussion and approval.

2. Objectives

- To design and plan a community survey that reflects local priorities and concerns.
- To collect and collate relevant data and feedback from residents.
- To liaise with local groups and stakeholders to ensure broad representation.
- To report findings and recommendations to Mudford Parish Council.

3. Membership

The Steering Group shall consist of:

- The Parish Clerk
- Cllrs Bartlett and Edgeworth
- Chair of the Three Villages Flood Group (3VFG)
- Chair of the Village Hall Committee
- Speed Watch Representative

Additional members may be co-opted with the approval of the Parish Council if specific expertise or representation is required.

4. Governance

- The group shall appoint a Chair from among its members to facilitate meetings.
- The Parish Clerk will provide administrative support and ensure records are kept.
- Meetings will be held as required and agreed by the group.
- Notes of meetings will be shared with the Parish Council and made available to the public where appropriate.

5. Reporting and Accountability

- The Steering Group will report directly to Mudford Parish Council.

- All outputs, including survey drafts, data summaries, and recommendations, must be submitted to the Parish Council for approval.
- The group shall operate transparently and in accordance with Parish Council policies and procedures.

6. Duration

The Steering Group will remain in place until the completion of the community survey and presentation of final findings to the Parish Council, unless extended or dissolved by the Council.

These Terms of Reference were agreed by Mudford Parish Council on 28th August 2025.