

LITTLE HALLINGBURY NEIGHBOURHOOD PLAN STEERING GROUP TERMS OF REFERENCE

NAME

The name of the organisation shall be the LITTLE HALLINGBURY NEIGHBOURHOOD PLAN STEERING GROUP.

PURPOSE

Little Hallingbury Parish Council is the qualifying body for the preparation of a Neighbourhood Plan for their civil parish area. The Parish Council has agreed to establish separate project management arrangements to facilitate the delivery of this plan-making function. The Parish Council has granted delegated authority in exercise of all relevant plan-making functions to the Little Hallingbury Neighbourhood Planning Steering Group.

The purpose of the Steering Group shall be to support Little Hallingbury Parish Council ("Parish Council") to carry out the following tasks and functions:

- Investigate and identify support for the creation and development of a Neighbourhood Plan for the village of Little Hallingbury.
- Take responsibility for planning, budgeting and monitoring expenditure on the Neighbourhood Development Plan and report back to the Parish Council on these matters.
- Liaise with relevant authorities and organisations to make the Neighbourhood Plan as effective as possible.
- Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible.
- Determine the types of survey and information gathering to be used.
- Be responsible for the analysis of the survey, as well as the production and the distribution of any interim reports and of the final report.
- Identify priorities and timescales for local action in the Project Plan, including the lead organisations and potential sources of project funding.
- Regularly report back to the Parish Council on progress, issues arising and outcomes.
- Ensure that relevant consultations takes place and incorporates all feedback so that the plan accurately represents the views of the residents and other stakeholders.

MEMBERSHIP

The Steering Group will be made up from a wide cross-section of the community, including those Parish Councillors nominated by the Parish Council for the Neighbourhood Plan working party.

DEFINING ROLES

- The Steering Group will elect a Chairperson, Vice Chair, Finance co-ordinator and Secretary.
- The Steering Group will also elect other members to specific roles, to be agreed by the Steering Group.
-

ROLES AND RELATIONSHIPS

- Parish Council insurance will cover the agreed activities and members of the Steering Group and volunteers, but Steering Group members, in liaison with the Parish Clerk, shall ensure that terms of the insurance are not breached.
- Parish Councillors who are members of the Steering Group will liaise between the two bodies and provide the Parish Council with regular reports for endorsement.
- The Parish Council will provide the opportunity for the endorsement of regular reports via its meeting agenda.
- Working Groups will carry out duties specified by the full Steering Group, which may include, but is not limited to: Data gathering, Consultations with third parties, making recommendations.
- The make-up and purpose of Working Groups will be regularly reviewed by the full Steering Group.
- All Steering Group members shall abide by the principles and practice of the Parish Council Code of Conduct, including declarations of interest.
- All data secured shall be stored in accordance with Data Protection requirements.

MEETINGS

- The Steering Group shall normally meet monthly (but every two months as a minimum), or as may be required.
- All meetings shall be open to the Public. Public questions will be limited to a max. of 20 minutes in total.
- Notice of meetings shall be sent to members via the communication method agreed with, and appropriate to, each individual member.
- Whenever possible, notices of meetings should detail the matters to be discussed.
- The Secretary shall keep a record of meetings, and circulate minutes to Steering Group members.
- The minutes will publicised to keep Residents and Parish Councillors informed.
- To be quorate, there should be a minimum of 4 members present, one of which must be a Parish Councillor. A simple majority will be required to support any motion. The Chair, or in their absence the Vice-Chair shall have one casting vote.

WORKING GROUPS

- The Steering Group may establish such Working Groups as it considers necessary to carry out the functions specified by the Steering Group.
- Each Working Group should have a lead person.

FINANCE

- All grants and funding will be applied for and held by the Parish Council, who will ring-fence the funds and which shall be applied for Neighbourhood Development Plan purposes only.
- Notification of all planned expenditure will be given to the Parish Council before actual costs are incurred.
- The Finance Co-ordinator shall prepare a budget, keep a clear record of expenditure supported by receipted invoices and regularly review and update the budget in liaison with the Parish Clerk.
- The Finance Co-ordinator in partnership with the Parish Clerk, will draw up and agree with the Steering Group procedures for volunteers who wish to claim expenses.
- The Finance Co-ordinator will report back to the Steering Group and the Parish Council on planned and actual expenditure for the project.
- Invoices will be made out in the name of the Parish Council who will pay them at their next scheduled Parish Council meeting.
- Members of the community who are involved as volunteers with any of the Working Groups may claim back any previously agreed expenditure that was necessarily incurred during the process of producing the Neighbourhood Plan subject to the provision of a written receipt. This includes, but is not limited to, postage, stationery, printing, copying, telephone calls and travel costs.

CHANGING THE TERMS OF REFERENCE

Changes to the terms of reference must be agreed by the Steering Group and passed to the Parish Council for endorsement.

DISSOLVING THE STEERING GROUP

At the conclusion of the Neighbourhood Development Plan project the Parish Council and Steering Group should discuss the future working of the Steering Group. If the Steering Group wishes to dissolve, it must notify the Parish Council.