

Upper Rissington Parish Council

Neighbourhood Plan Steering Group Terms of Reference

Name

The name of the organisation shall be the **Upper Rissington Neighbourhood Plan Steering Group**.

Purpose

The main purpose of the Steering Group shall be to oversee the preparation of the Neighbourhood Plan. Specific tasks will include:

- Investigate and identify support for the Neighbourhood Plan.
- 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 Development 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 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 in writing (normally every two months at a minimum) on progress, issues arising and outcomes.

Membership

The Steering Group will be made up from a good cross-section of the community, including Parish Councillors nominated by the Parish Council.

Defining Roles

At the first meeting, the Steering Group will elect a Chairperson, Secretary, and Finance Co-ordinator from its membership, to remain in post until the project is completed. If these positions become vacant, the group will elect an alternative.

The Steering Group will also elect a Communications Co-ordinator, a Volunteer Co-ordinator and a Bridging Co-ordinator to liaise with the Parish Council.

Where possible, all other members should have a specific role, to be agreed by the Steering Group.

Decision making

The Steering Group has delegated authority from the Parish Council to deliver its plan making functions up to and including publication of the Draft Submission Neighbourhood Plan.

The plan-making process remains the responsibility of the Parish Council as the qualifying body. The Parish Council will approve the Draft Submission Neighbourhood Plan prior to publication for consultation and independent examination

Roles & Relationships

Parish Council insurance will cover the previously agreed activities of the Steering Group and volunteers, but Steering Group members, need to ensure that terms of the insurance are not breached. (Insurance cover for specific activities will be agreed in liaison with the Parish Clerk.)

A Bridging Co-ordinator may be appointed to liaise between the Steering Group and the Parish Council. Alternatively, Parish Councillors who are also members of the Steering Group, will act as a liaison between the two bodies and provide a regular report to the Parish Council, 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
- Making recommendations on specific topic areas

The make-up and purpose of Working Groups will be regularly reviewed by the full Steering Group.

It is expected that all Steering Group members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.

Meetings

The Steering Group shall normally meet monthly (but every two months as a minimum), or as may be required.

At least three clear days' 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 notes to Steering Group members and the Parish Council in a timely fashion. The latter will publicise the notes via their usual methods.

An annual rolling schedule of meetings will set in place, and made available to the public via notice boards/websites.

All meetings should be open to the public.

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 for Neighbourhood Plan purposes only.

Notification of all planned expenditure will be given to the Parish Council before actual costs are incurred.

All purchases/payments shall follow the Financial Regulations of the PC.

The Finance Co-ordinator shall keep a clear record of expenditure supported by receipted invoices and will 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 for agreed expenditure made out in the name of the Parish Council will be paid 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. This includes, but is not limited to, postage, stationery, telephone calls and travel costs.

Dissolving the Steering Group

At the conclusion of the Neighbourhood 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.

Signature of Chairman of the Parish Council upon approval

10 January 2018