

# **Fremington Parish Neighbourhood Plan Steering Group**

## **Terms of Reference**

### **Name**

The name of the organisation shall be the Fremington Parish Neighbourhood Plan Steering Group.

### **Purpose**

The purpose of the Steering Group shall be to support the parish council to carry out the following tasks:

- Investigate and identify support for the Neighbourhood Development Plan.
- Identify sources of funding.
- Take responsibility for planning, budgeting and monitoring expenditure on the Plan and report back to the parish council on these matters.
- Liaise with relevant authorities and organisations to make the Plan as effective as possible.
- Liaise with local land owners and if necessary identify potential sites for development.
- 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, the production and distribution of the final report.
- Identify priorities and timescale for local action in the Action Plan, including the lead organisations and potential sources of project funding.
- Regularly report back to the parish council on progress, issues arising and outcomes from the exercise. See role of the Bridging Co-ordinator under Roles and Relationships.

### **Membership**

The Steering Group will be made up from a good cross-section of the community, including parish councillors nominated by the parish council.

### **Roles**

- At the first meeting, the Steering Group will elect a chairperson, the Clerk will act as secretary, and Finance Co-ordinator for the Steering Group.

## **Roles & Relationships**

- Parish Council insurance will cover the previously agreed activities of the Steering Group and volunteers, but steering group officers, in liaison with the parish clerk, need to ensure that terms of the insurance are not breached.
- A Bridging Co-ordinator may be appointed to liaise between the Steering Group and the parish council, or alternatively parish councillors who are also members of the Steering Group will act as liaison officers between the 2 bodies.
- The Steering Group, either via an appointed officer or via its parish council members will 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:-
  - Data Gathering
  - Consultations
  - Making recommendations
- 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 on the last Thursday of every month (except December) at 9am, additional meetings may be called as 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 in a timely fashion.
- If possible meetings could take place long distance via methods such as Skype.
- A standing item will be placed on the Full Council Agenda to report back to the Parish Council.
- Copies of the Parish Council's Code of Conduct will be available at all NP meetings.

## **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 Development Plan purposes only.
- Notification of all planned expenditure will be given to the parish council before actual costs are incurred.
- The Parish Clerk shall keep a clear record of expenditure supported by receipted invoices and will regularly review and update the budget.
- The Parish Clerk will draw up and agree with the Steering Group procedures for volunteers who wish to claim expenses.
- The Parish Clerk 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/finance meeting.

## **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.