

These are the unadopted Crookham Village Parish Council Minutes of the Extra-Ordinary Meeting of 29 July 2014 held in the Zebon Copse Centre, Danvers Drive, Crookham. Please refer to the Minutes of the September 2014 meeting for any amendments.

Present: Cllr. Simon Ambler (Chairman)  
Cllr. Julia Ambler  
Cllr. Peter Crawley  
Cllr. Richard Eastment  
Cllr. Clive Eastwood  
Cllr. David Jackson  
Cllr. Wendy Makepeace-Browne  
Mrs. Angela Sayers (RFO)  
Mrs. Carol Leversha (Clerk)

In attendance: Mr. & Mrs. Michael White.

**MIN.130/14 APOLOGIES FOR ABSENCE**

Apologies from Cllr. Judy Johnson.

**MIN.131/14 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman advised he would invite the Clerk to present the draft guidance notes and Terms of Reference which she had compiled.

**MIN. 132/14 DECLARATIONS OF INTEREST IN ANY MATTER ON THE AGENDA & DELEGATION OF DISPENSATION TO THE PROPER OFFICER (CLERK)**

The Chairman advised Members to consider whether they had any disclosable interest in matters on the Agenda and if so to declare them now or at the appropriate point on the Agenda.

**MIN.133/14 CONSIDER CRIME & DISORDER IMPLICATIONS**

The Chairman reminded Members of their obligation to consider crime and disorder implications on any decision they might make at this meeting.

**MIN.134/14 PUBLIC PARTICIPATION (maximum of 3 minutes per speaker).**

The Chairman sought permission to adjourn the meeting for public participation but neither Mr nor Mrs White wished to speak.

**MIN. 135/14 NEIGHBOURHOOD PLAN – ADDRESS BY TOWNS ALIVE CONSULTANT**

Apologies had been received from the Consultant who was unwell and unable to attend this evening. The Chairman expressed his thanks to the Neighbourhood Plan Working Group for all the hard work that had been put into getting this project off the ground. He also thanked the Clerk for the draft Terms of Reference (ToRs) and the guidance notes for steering groups. The Clerk explained that she had compiled the documents after a great deal of research and believed these now addressed all the concerns which Members had raised at the last Council meeting and asked Members to approve the ToRs subject to any amendments they might wish to make. Debate ranged across the following topics:-

- No requirement for the Clerk to have delegated authority for out of budget spend items as there is a provision under the ToRs of the Finance & HR Cttee for a spend for emergency items which can be signed off by two Councillors and it was agreed that the sign off, for the Neighbourhood Plan, could be confirmed by email to the Responsible Finance Officer (RFO).
- A budget needs to be drawn up by the Members of the Steering Group and presented to the Finance & HR Cttee.
- The Chairman raised a need to have an Annex to the Standing Orders for all the members of the Steering Group to have a vote and be eligible to stand as Chairman of the SG or associated working parties etc.
- There is a requirement for the Minutes of the SG to be made public and there was a concern that these might be lengthy and need more space than available on the Council notice boards. It was therefore agreed that the SG Minutes would be taken by the SG secretary and sent to Cllr. Jackson for him to publicise on the Council web site.

- The SG should have its own section on the website and Cllr. Jackson asked that SG members should be covered as a whole as “parishplangroup@”.

**RESOLVED:** The ToRs (Appendix 1 attached to these Minutes) were accepted.

**RESOLVED:** The current Members of the Working Group were nominated to be the Members of the Steering Group, namely Cllrs. Makepeace-Browne, Johnson and Eastment.

**RESOLVED:** The Council’s Standing Orders will have an Annex stating that SO 4.5.3 does not apply to the Neighbourhood Plan Steering Group in that all Members will have voting rights and the quorum will be a minimum of 3 but must always include one SG Parish Councillor.

The meeting closed at 7.50 pm.

**Dates for 2014 meetings:**

WI Hall

ZCC

6 October

1 September

1 December

3 November

## Steering Group Terms of Reference

### **Name:**

The name of the organisation shall be the Crookham Village Parish Council Neighbourhood Plan Steering Group (CVPC NPSG).

### **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 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.
- 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 (monthly) back to the Parish Council on progress, issues arising and outcomes from the exercise.

### **Membership:**

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

### **Roles:**

At the first meeting, the Steering Group will elect a Chairman, a Secretary and a Finance Co-ordinator.

Wherever possible the Steering Group will also elect a Communication's Co-ordinator and a Volunteer Co-ordinator.

Wherever possible all other members should have a specific role, to be agreed by the Steering Group - see Roles & Relationships.

### **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 Clerk, need to ensure that terms of the insurance are not breached.

Parish Councillors who are also members of the Steering Group will act as liaison officers between the Steering Group and the Parish Council.

The Steering Group, 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, (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 Parish Council will publicise the notes via the usual methods.

It is recommended that an annual rolling schedule of meetings is set in place, preferably at the first meeting of the Steering Group and made available to the public via notice boards/websites.

All meetings should be held in public and be open to the public.

Copies of the Parish Council's Code of Conduct will be available at all Neighbourhood Plan 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 Plan purposes only.

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

The Responsible Finance Officer shall keep a clear record of expenditure supported by receipted invoices and will regularly review and update the budget in liaison with the Clerk.

The Steering Group Finance Co-ordinator in partnership with the Responsible Finance Office and 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 the next scheduled Finance & HR Committee Meeting/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 could include postage and stationery, telephone calls, travel cost.

## **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.

29 July 2014