

# **Steering Group Terms of Reference**

## **Crookham Village Neighbourhood Plan**

### **Name**

The group is called the Crookham Village Neighbourhood Plan Steering Group

### **Purpose**

The purpose of the Steering Group (SG) is to support Crookham Village Parish Council (CVPC) to undertake the following:

- Research and ensure support for the Neighbourhood Plan
- Identify sources of funding support for the Neighbourhood Plan and prepare a budget
- Put in place a monitoring system for checking on expenditure on the Neighbourhood Plan
- Ensure there is a system of regular reporting back to the Parish Council on all matters including the budget
- Communicate and liaise with all relevant bodies to ensure the Neighbourhood Plan is effective
- Ensure the involvement of the whole community in order to collect the views and opinions of as many diverse groups as exist in the community
- Identify appropriate types of surveys and questionnaires to be used in order to gather information and evidence to be used
- Analyse the results of any surveys and questionnaires in order to prepare a report for inclusion in the final Plan
- Prepare a Project plan identifying appropriate timescales and responsibilities including the lead bodies and organisations
- Prepare the policies for inclusion within the Plan according to the wishes of the community identified through the engagement process
- Submit the draft plan for testing and examination and be prepared to act on the result
- Liaise with the Local Planning Authority to undertake and oversee the referendum

### **Membership**

- The SG will represent a cross-section of the community and will also include 3 Parish Councillors nominated by the Parish Council

### **Defining Roles**

- At their first meeting the Steering Group will be responsible for electing a Chairman, Secretary, and a person responsible for managing the budget (Finance Co-ordinator)
- The SG will also undertake a skills audit of the group members and will seek to appoint a Communications Co-ordinator and a Volunteer Co-ordinator and any other roles as deemed necessary for successful completion of the plan
- Wherever possible all members of the SG will take responsibility for specific roles, dependent on their individual skills to be agreed by the Steering Group

## Roles & Relationships

- CVPC insurance will cover the previously agreed activities of the SG and volunteers, but SG members, in liaison with the Parish Clerk, will ensure that terms of the insurance are not breached
- Parish Councillors who are members of the SG, will be expected to act as a liaison between the SG and the PC and will ensure there is a regular agenda item at full council meetings for reporting purposes. This report will require PC endorsement
- Working groups will be set up and managed by the SG, to undertake specific tasks identified by the SG, and to represent specific community sectors such as:
  - Data collection
  - Data analysis
  - Engagement / Consultation
  - Site allocations
  - Liaison with stakeholders
  - Recommendations for policy
  - Environment research
  - Transport research
  - Roads research
  - Education research
  - Health reaserch
  - The elderly
  - The youth
  - The disabled
  - Other such groups as are deemed to be required during the life of the plan
- The make-up and objectives of each of the Working Groups will be agreed by the full SG and will be regularly reviewed by the full SG which will make any appropriate changes and additions if the need arises
- As the overall responsibility for the Neighbourhood Plan rests with the PC, all SG members are expected to abide by the principles and practice of the CVPC Code of Conduct, which follows the 7 Nolan principles and was adopted by Crookham Village Parish Council in October 2012 as set out in the CVPC Standing Orders including declarations of interest where appropriate

## Meetings

- The SG will aim to meet on a monthly basis (but where this is not possible they will meet every two months as a minimum), or as may be required
- Members of the SG will be given at least seven clear days' notice of meetings via the communication method agreed and appropriate to each individual member, whether email, verbal or written
- A clearly written agenda will also be sent to SG members identifying the subjects to be discussed, any supporting information / papers or links to where these may be found, and the input required by individual members

- Records of the meeting will be kept by the Secretary whose role it is to note the action points and the general discussion, and following meeting to circulate these notes to members of the SG and the PC clerk for distribution to Councillors
- Records of the Steering Group meetings will be kept available in hard copy for any member of the public who wishes to have sight of them
- At the first meeting of the SG, a rolling schedule of meetings will be set in place at the outset to cover a period of twelve months minimum. This will be made available to the public via notice boards/websites and any other methods deemed appropriate

## **Finance**

- All funding and finance will be applied for and held by CVPC, which will agree expenditure and 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
- The Finance Co-ordinator will maintain a record of expenditure against the agreed budget supported by receipted invoices and will monitor and update the budget in liaison with the Parish Responsible Finance Officer (RFO)
- The Finance Co-ordinator in partnership with the Parish RFO, will draw up and agree with the SG procedures for volunteers who wish to claim expenses where appropriate
- The Finance Co-ordinator will report back to the SG and the PC on planned and actual expenditure for the project. Invoices will be made out in the name of the PC which will agree and pay them as per normal CVPC finance procedures
- 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 PC and SG should discuss the future working of the SG. If the SG wishes to dissolve it must notify the PC. If it wishes to continue to incorporate a delivery phase, then there will be a new set of SG Terms of Reference