

Terms of Reference for the Wootton St. Lawrence Neighbourhood Plan Working Group

Terms of Reference:

The Working Group constituted as below is established to oversee the research and preparation of a Neighbourhood Plan for the Civil Parish of Wootton St. Lawrence

Name

The name of the body shall be the Wootton St. Lawrence Neighbourhood Plan Working Group, hereafter referred to as the Working Group.

Purpose

The purpose of the Working Group shall be to act on behalf of the Parish Council to undertake the following tasks:

1. Take responsibility for planning, budgeting and monitoring expenditure on the plan and report back to the parish council on these matters.
2. Liaise with relevant authorities and organisations to make the plan as effective as possible.
3. Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible.
4. Determine the types of survey and information gathering to be used.
5. Be responsible for the analysis of the survey, the production and distribution of the final report.
6. Identify priorities and timescale for local action in the action plan.
7. To regularly report back to the Parish Council on progress, issues arising and outcomes from the exercise.

Membership of the Working Group

The Working Group will include up to 10 elected or co-opted members, all of whom shall be resident in the Parish. No more than three of these members shall be members of the Parish Council.

Composition of the Working Group shall be approved by the Parish Council, as will any subsequent changes to its composition.

A person shall cease to be a member of the committee having notified the chair or secretary in writing of his or her wish to resign.

Officers

The Working Group shall elect a Chairperson and Secretary

Meetings

The committee shall meet every two months as a minimum, or as may be required. At least five clear days' notice of meetings shall be given to members. All notices of committee meetings must detail the matters to be discussed.

By nature of the business being conducted, discussions will need to be confidential (i.e. not in public) with recommendations reported to the Parish Council for debate/approval at its regular meetings, these are open to the public.

Public forums to seek evidence for the Neighbourhood Plan, Public Survey and feedback on draft sections of the local plan are to form an integral part of the preparation of the Neighbourhood Plan.

Every matter shall be determined by a majority of votes of the committee members present and voting. In the case of equality of votes the chair of the meeting shall have a casting vote.

The committee may decide the quorum necessary to transact business – with a minimum of four members.

Reporting

The secretary shall keep a record of all Working Group Meetings, and circulate notes recording headings and actions to members of the Working Group not more than 14 days after each meeting.

The Working Group shall be responsible for maintaining and publicising a web site upon which the following shall be published:

- All agreed minutes of meetings of meetings of the Working group
- Reports on and analysis of all consultations undertaken by the Group.
- The progress report presented to the meetings of the Parish Council, to be no later than 1 week after the date of the relevant Parish Council meeting
- Pre-submission and Submission Plan together with the supporting evidence base
- Contact details for the Working group.

Conflicts of Interest

Working Group members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company / organisation arising from the decisions or recommendations of the group.

Finance

The Secretary shall keep a clear record of expenditure, where necessary, supported by receipted invoices.

Members of the community who are involved as volunteers with any of the working groups may claim back any expenditure that was necessarily incurred during the process of producing the Neighbourhood Plan. This could include postage and stationary, telephone calls, travel costs and childcare costs.

The Working Group will include in its regular reports to the Parish Council details of planned and actual expenditure for the project. The Parish Clerk will, in liaison with Working Group Secretary, be responsible for monitoring of all expenditure and for the reimbursement of expenses incurred by members of the Group.

Changes to the constitution

This constitution may be altered and additional clauses may be added by agreement of the Parish Council.

Review of the Group

The Steering group will be disbanded upon completion of the project at a time to be agreed by Wootton St. Lawrence Parish Council.

15 May 2017