

## **South Lenches Parish Neighbourhood Plan Steering Group Constitution.**

**15 June 2015**

### **Agreed at Council's July meeting.**

The name of the group shall be South Lenches Parish Neighbourhood Plan Steering Group thereafter referred to as the Steering Group.

The Parish Council remains the body to take the plan forward. The Steering Group's role is to prepare the Neighbourhood Plan on behalf of South Lenches Parish Council.

The Neighbourhood Plan will identify specific sites, to accommodate the necessary development, in accordance with the National Planning Policy Framework and the South Worcestershire Development Plan.

### **Steering Group.**

#### **Aim:**

- To promote and improve the social, economic and environmental well-being of the neighbourhood plan area.
- To undertake research, community consultations and make recommendations to the Parish Council leading to the production of a Neighbourhood Plan.

#### **Purpose:**

- Investigate and gather support to assist in the development of a Neighbourhood Plan.
- Locate sources of funding.
- Develop an Action Plan - identify any required lead groups, responsibilities and timescales.
- Produce a timetable for the project to include a target end date.
- Involve the whole community including businesses, organisations and residents to obtain information and opinions to ensure that the completed Neighbourhood Plan is representative of the local area.
- Consult with relevant authorities i.e. Wychavon District Council, Worcestershire County Council.
- Develop a draft document defining the vision and objectives for the Plan.
- Report progress to the Parish Council on a bi-monthly basis.
- Form Working Groups as appropriate.

#### **South Lenches Parish Council is responsible for:**

- Ensuring that sufficient and appropriate consultation with the community, businesses and organisations within the Neighbourhood Plan area is undertaken.
- To ensure that the Plan complies with relevant legal and planning requirements.
- Progress is being made in line with agreed timetabling.
- Submitting the Neighbourhood Plan to Wychavon District Council for examination and referendum.
- Supporting the Steering Group activities in key communication / consultation forums.
- Liaising and cooperating with Wychavon District Council Planning and other departments.
- Identifying sources of funding as necessary.

#### **Membership of the Steering Group**

- Membership shall be made up of 7 individuals who live/work in the South Lenches Parish area to include 2 or 3 Parish Councillors, representatives of the business community, organisations and residents. The Group may co-opt additional members at its discretion.
- At the first meeting the Group will elect a Chairperson, Secretary and Treasurer.
- Three members must be present to be quorate to hold a meeting.
- At least 3 days clear day's notice of meetings shall be given where practical.
- The Chairman can have a casting vote if necessary.

- A person shall cease to be a member having notified the Chair in writing of his/her wishes to resign.

#### **Meetings and documents.**

- The Steering Group shall normally meet monthly.
- The Secretary shall maintain minutes of each meeting to be made available to the members of the Steering Group, the public and the Parish Clerk within seven days of the meeting.
- Parts of meetings, communications and working documents may be declared confidential where deemed necessary for commercial reasons. The Parish Council shall be informed of all such declarations of confidentiality, documents to be provided in confidence to the Parish Council.
- All non-confidential communications, minutes and relevant documents are to be retained and placed in the public domain as soon as practicable.
- Public communications of the Steering Group and its working groups shall make it clear that they do not represent the opinions, decisions or policy of the Parish Council.
- Once the Neighbourhood Plan is completed all documents will be retained and archived by the Parish Clerk.
- The Neighbourhood Plan will have its own web site and email domain ? Parish Council website.
- Shall undertake such community consultation as it may be beneficial, or as requested by the Parish Council. The results of all such consultations shall be recorded and made public as soon as practicable.

#### **Working Groups.**

- The Steering Group shall appoint such working groups as it considers necessary to carry out the functions specified by the Steering Group.
- A Working Group member shall live or work in the Parish of South Lenches.
- Each Working Group shall have will have a minimum of three members, one of whom is the nominated Chair, but this person does not have to become a member of the Steering Group.
- Working groups do not have the power to authorise expenditure.
- Minutes of Working Group meetings are to be forwarded to the secretary of the Steering Group within 7 days of a meeting.
- All Working Groups must keep records i.e. Minutes of meetings, all proposals/projects considered, information sources/documents with dates.

Once work completed the documents are to be passed to the Parish Clerk for archive.

#### **Finance.**

- Funds received by or allocated to the Steering Group are to be held in trust for the purpose for which the grant has been given by the Parish Council. The Council will have to comply with grant provider conditions.
- The Treasurer will keep a clear record of any expenditure, supported by receipted invoices.
- Will submit invoices to the Clerk two weeks prior to a Parish Council meeting as payments will be made on a bi-monthly basis at a Council meeting. All finances will be adhered to as per the Council's Financial Regulations.
- All invoices to be made out to South Lenches Parish Council.

#### **Personal Interests.**

All members of the Steering Group / Working Groups must declare any personal interest that may be perceived as being relevant to a decision of the group. This may include membership of an organisation, ownership of land or a business, or any other matter that may be considered to be relevant. Such declarations shall be recorded and be publicly available.

#### **Dissolution of the Steering Group.**

Any remaining funds provided for the development of the plan will be disposed of in accordance with the terms of any associated grant or decisions taken at a Parish Council meeting open to the public. No individual members shall benefit from this dispersal.

**Amendments to Constitution**

Amendments to this constitution shall be proposed by the Steering Group and submitted to the Parish Council for approval.