

WILLINGTON PARISH COUNCIL

TERMS OF REFERENCE

NEIGHBOURHOOD DEVELOPMENT PLAN STEERING ~~GROUP~~ COMMITTEE

This Group is constituted as ~~an Advisory Group~~ a Committee, appointed under ~~S.102(4) of the S101(2)~~ 1972 Act, and as such has ~~no~~ delegated powers and can ~~not~~ make financial decisions.

1 Purpose of Steering ~~Group~~Committee

1.1 The Steering ~~Group~~ Committee (~~from hereon referred to as The Group~~) is established to investigate and advise on the need for and development of a Neighbourhood Development plan for the Parish of Willington and advise on issues arising which ~~19~~ may influence any Business Strategy for the Parish Council.

2 Responsibilities

2.1 The ~~Group~~ Committee will take responsibility for identifying the primary issues relevant to the NDP and developing policies, assessing the needs and capabilities of the village in the context of sub regional planning priorities, for consideration by the Parish Council and subsequent inclusion in an approved Neighbourhood Development Plan. To this end the organisation will, in consultation with all interested parties :-

- 1 Investigate and identify community support and need for a Neighbourhood Plan
- 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 surveys and information gathering required and over see any such processes, including the commissioning of surveys by third parties.
- 5 Be responsible for the analysis of the surveys, and distribution all relevant information.
- 6 Identify priorities and timescale for local action in the action plan including lead organisations and potential sources of project funding.

2.2 To report back to the Parish Council and the village on progress, issues arising and outcomes from the exercise.

- 2.3 To ensure that the community is involved and informed of all activities through the medium of notices, newsletter, social media, websites and community engagement as may be appropriate.

3 Members

3.1 The Group will comprise a maximum of 8 Committee Mmembers to include 5 elected Ceouncillors of the Parish Council (appointed at the Annual Parish Council Meeting) and ~~(not more than) 3~~ co-opted members of the community (to be appointed by Willington Parish Council). The Chairman will be a Parish Councillor and will be appointed by the ~~Steering Group members~~Parish Council at its Annual Meeting. All ~~Group Committee~~ members ~~shall stay will remain~~ on the Committee until the next Annual Parish Council Mmeeting unless they have left prior, of their own accord.

3.2 A person shall cease to be a member of the Group Committee having notified the Chair or Clerk in writing of his or her wish to resign.

3.3 ~~The Group reserves the right~~ Any new Members of this Committee must be appointed by Full Council to co-opt new members in the event of any resignations.

3.4 By virtue of S.13(1) and (7) of the Local Government and Housing Act 1989 non-Councillor members of Committees and Sub-Committees do not have voting rights.

4 Meetings

4.1 The Group will meet at least every two months ~~with the exception of August and December when there will be no meeting.~~

4.2 The Group Committee is subject to~~will follow~~ the Parish Council Standing Orders and Financial Regulations at all times.

4.3 A quorum ~~(to include at least two Parish Councillors)~~ will comprise a minimum of 3 ~~appointed committee members~~appointed Parish Councillors.

5 Powers

5.1 The Group Committee will ~~only~~ have the power to make ~~recommendations~~ decisions only which will be considered and ratified at a full meeting of the Parish Council on matters outlined within it's Terms of Reference.

5.2 However in furtherance of their responsibilities the Group Committee will have the powers, in pursuit of its primary task, to

1 Call meetings and liaise with all necessary outside bodies.

2 Develop and utilise all reasonable methods of engagement /communication with the local community

5.3 The Committee will be responsible for financial spend of up to a maximum of £500.00 per item, subject to ensuring that this remains within the agreed budget for the development of the Neighbourhood Plan, as agreed and identified by Full Council during it's budget setting process for the current financial year.

-6 Community Engagement

- 6.1 The ~~Group Committee~~ will encourage the community to become involved in all aspects of the information gathering/prioritising through the establishment of a number of working groups, appointing and facilitating such working groups, as it considers necessary to carry out functions specified by the ~~group Committee~~.
- 6.2 Each working party should have a nominated Leader but this person does not have to be a member of the ~~Group Committee~~ but will be required to report back to the ~~Group Committee~~ on a regular basis.
- 6.3 Working parties do not have power to authorise expenditure on behalf of the ~~Group Committee~~.
- 6.4 Working Parties will be bound by the terms of reference set out for them by the ~~Group Committee~~.

7 Reporting

- 7.1 The ~~Group Committee~~ will report progress to all Full Meetings of the Parish Council.

Adopted: Annual Council May 2020
Review: 2020 AGM

