

Humber, Ford & Stoke Prior Group Parish Council

Neighbourhood Development Plan

Steering Committee

Terms of Reference – September 2013

1. Appointment and status

The Neighbourhood Development Plan Steering Committee shall be a Committee of the Council under Standing Order 12. Its members (see below) shall serve until the next Annual Meeting of the Council at which time the Committee and its members may be re-appointed.

2. Purpose

The purpose of the Steering Committee shall be to support the Group Parish Council to carry out the following tasks:

- a. Investigate and identify support for the Neighbourhood Development Plan (NDP).
- b. Produce a Project Plan which identifies priorities and a timescale for action.
- c. Identify sources of and apply for necessary funding.
- d. Take responsibility for planning, budgeting and monitoring expenditure on the NDP and report back to the Group Parish Council on these matters.
- e. Liaise with relevant authorities and organisations to make the NDP as effective as possible.
- f. Identify ways of involving all communities in the group parish and gather the views and opinions of as many groups and organisations in the parishes as possible.
- g. Determine the types of survey and information gathering to be used.
- h. Be responsible for the analysis of all survey information.
- i. Regularly report back to the Group Parish Council on progress, issues arising and outcomes from the exercise.
- j. Oversee the production of a draft Neighbourhood Development Plan, for approval by the Council.

3. Membership

- 3.1 The Steering Committee shall consist of
 - (a) four (4) councillors appointed by the Group Parish Council; and
 - (b) between six and eight (6-8) other persons to ensure that there is a cross section of local communities on the committee and the skills required to run a successful NDP.
- 3.2 The Council may resolve to delegate the initial appointment of the 6-8 non-councillor members to the four councillor members; in this case, the four councillor members shall constitute a quorum at an initial meeting convened for the purpose of co-opting these members.

4. Roles

- 4.1 The Steering Committee shall elect one of its Councillor members as Chairman (see Standing Order 22c).

- 4.2 The Clerk to the Council will be the secretary to the Committee and oversee the budget for the project.
- 4.3 The Steering Committee shall appoint a project manager from amongst its members.
- 4.4 Other members of the Steering Committee shall be required to carry out tasks as they are needed.
- 4.5 Volunteers from the communities shall be recruited to help with a range of tasks needed by the NDP.

5. Meetings

- 5.1 Meetings of the Steering Committee are subject to the rules for Council meetings set out in the Council's Standing Orders, and the following provisions are subject to those Standing Orders.
- 5.2 The Steering Committee shall meet as required, usually at least once a month.
- 5.3 Notice of meetings and the business for each meeting shall be sent to members with at least three clear days' notice, usually by email to the address provided by each member.
- 5.4 Meetings shall be open to the public and public notice of meetings shall be posted by the Clerk. There shall be an opportunity for public participation at each meeting in accordance with Standing Order 8.
- 5.5 The provisions of the Herefordshire Code of Conduct, adopted by the Council, shall apply to all councillor members of the Steering Committee, and it is expected that all other members of the Steering Committee shall also abide by the principles concerning conduct and declaration of interests at meetings.
- 5.6 The minutes of the Steering Committee meetings shall be prepared by the Clerk, circulated as soon as possible to members, and reported to the next meeting of Council.

6. Working groups

The Steering Committee may establish advisory working groups as it considers necessary, to advise on certain matters and report back to the Steering Committee.

7. Insurance

The Group Parish Council insurance will cover the previously agreed activities of the Steering Committee and volunteers. Steering Committee members, in liaison with the Clerk, will ensure that terms of the insurance are not breached.

8. Finance

- 8.1 All grants and funding will be applied for and held by the Group Parish Council, which will ring-fence the funds for NDP purposes only.
- 8.2 The Steering Committee may authorise expenditure of up to £500 within the NDP budget and notify the Council of such expenditure.
- 8.3 The procedures for monitoring the budget and approving expenditure for the project will be those laid down in the Council's Financial Regulations.
- 8.4 If needed, the Clerk, will draw up and agree with the Steering Committee procedures for volunteers who wish to claim expenses.