



Catshill & North Marlbrook Neighbourhood Plan Steering Group Terms of Reference

The name of the organisation shall be the Catshill & North Marlbrook Neighbourhood Plan Steering Group

Purpose

The purpose of the NP Steering Group shall be to carry out the following tasks on behalf of the Parish Council:-

- Undertake the preparation of a Neighborhood Plan and any associated tasks
- Identify sources of funding
- Take responsibility for planning, budgeting and monitoring expenditure on the production of the Neighborhood Plan
- Liaise with relevant authorities and organizations to ensure the Plan is as comprehensive and inclusive as possible
- Identify ways of involving the whole community and gather the views and opinions of as many groups and organizations in the community as possible
- Determine the types of consultation and information gathering to be used
- Be responsible for the analysis arising from such consultation and the production and distribution of the final report
- To work closely with Bromsgrove District Council (BDC), Worcester County Council (WCC) and the Catshill & North Marlbrook Parish Council
- To report back regularly to the Catshill & North Marlbrook Parish Council on progress and major issues arising, and outcomes from the exercise
- To present the draft Neighbourhood Plan for consultation with the Catshill & North Marlbrook Parish Council, local residents, BDC and an Independent Assessor

- Finally hold a Neighbourhood Plan Referendum involving all local residents businesses, Schools etc before submitting the final Plan for approval.

Membership

The NP Steering Group shall include a maximum of 12 members

No more than 4 of these members shall be from the Catshill & North Marlbrook Parish Council.

The NP Steering Group may co-opt additional members at it's discretion.

A person shall cease to be a member of the NP Steering Group having notified the Chairperson or the Assistant Clerk in writing of their wish to resign.

Officers

At or shortly after its first formal meeting the NP Steering Group will elect a Chairperson and Vice Chairperson.

All other NP Steering Group members will have a specific role to be agreed by the Steering Group.

Meetings

The NP Steering Group shall meet bi - monthly or as may be required.

At least five clear days notice of meetings shall be given to members in writing or by email and such notice shall detail the matters to be discussed.

Every matter shall be determined by a majority of votes of the NP Steering Group members present.

In the case of equality of votes the Chairperson of the meeting shall have a casting vote.

The NP Steering Group shall decide the quorum necessary to transact business but must be a minimum of 4 members.

The Assistant Clerk shall keep a record of meetings and circulate minutes to NP Steering Group members and the Catshill & North Marlbrook Parish Council

Working Teams

The NP Steering Group may appoint such working teams as it considers necessary to carry out functions specified by the NP Steering Group.

Each working team should have a nominated chair but this person does not have to be a member of the NP Steering Group.

Working teams do not have the power to authorise expenditure on behalf of the NP Steering Group.

Working teams shall be bound by the terms of reference set out for them by the NP Steering Group.

Finance

The Parish Council 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 teams and NP Steering Group members may claim back any expenditure properly and necessarily incurred during the process of producing the Neighbourhood Plan.

This could include printing, postage, stationary, travel.

The Parish Council will draw up and agree with the NP Steering Committee procedures for anyone wishing to claim expenses including the rates they may claim.

The Parish Council will keep the NP Steering Group informed on planned and actual expenditure for the project and enable payments of invoices to be made as required.

Changes to the Terms of Reference

The Terms of Reference may be altered and additional clauses may be added with the consent of two thirds of the NP Steering Group present.

These changes must then be ratified by the Catshill & North Marlbrook FPC.

General conduct of members of the Steering Group.

The current Standing Orders of the Catshill & North Marlbrook Parish Council will apply to all members of the NP Steering Group and any volunteers on the working teams.

There are also provisions applying to the registration and disclosure of both pecuniary interests and non-pecuniary interests.

Dissolution of the Group

Upon dissolution of the NP Steering Group any remaining funds shall be disposed of by the NP Steering Group in accordance with the decisions reached at an extraordinary meeting called for that purpose and open to the public.

No individual member of the NP Steering Group shall benefit from the dispersal.

These terms of reference were adopted : September 2016

Date of Review : September 2017