

HARVINGTON PARISH NEIGHBOURHOOD PLAN STEERING GROUP CONSTITUTION

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

The Neighbourhood Plan will seek to improve the social, economic and environmental well-being of the area and those residing in it and will promote growth in order to maintain a sustainable community.

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.

The Neighbourhood Plan will be produced with due consideration for the needs of all residents and businesses now and in the future.

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

Parish Council

The Harvington Parish Council are responsible for:

- a) Ensuring that sufficient and appropriate consultation with the community is undertaken,
- b) At various stages to be assured that the Plan complies with the requirements,
- b) Submitting the Neighbourhood Plan to Wychavon District Council for examination and referendum.

The Parish Council will:

- a) Support the Steering Group activities in key communication / consultation forums,
- b) Liaise with and identify funding support from Wychavon District Council and other authorities.

Purpose and terms of reference for the Steering Group

The Steering Group is a community organisation which is to undertake research and community consultations leading to the production of a draft Neighbourhood Plan, thereby enabling and supporting Harvington Parish Council in meeting the above responsibilities.

Functions

The Steering Group will:

- Produce a timetable for the project to include a target end date.
- Develop an action plan - identify any required lead groups, responsibilities and timescales.
- Develop draft document defining the vision and objectives for the Plan.

- Co-ordinate the production of a Neighbourhood Plan that is representative of local views.
- Gather evidence from as many sources as possible to support the plan by engaging with members of the community.
- Form and manage any Working Groups.
- Identify support, resources and funding needed for each stage of the process.
- Report progress to the Parish Council on a monthly basis
- Maintain communication with appropriate officers of the Planning Department at Wychavon District Council.
- Identify and place contracts with external resources, if required.

Membership

Membership of the initial Steering Group is at the invitation of the chairman. After formation, community membership will be at the invitation of the Steering Group.

The Steering Group shall be made up of no less than 7 individuals who live or work in Harvington Parish, including two Parish Councillors appointed by the Parish Council.

Membership of the Steering Group is to include representatives of the business community and community organizations, etc., not just residents.

The Group may co-opt additional members at its discretion.

At the first meeting, the Steering Group will elect a chairman, a secretary and a treasurer.

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

In order to hold a meeting a quorum of 3 members must be present. The Chairman can have a casting vote if necessary.

Meetings and working documents

The Steering Group shall aim to meet monthly or as required.

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.

Data deemed 'personal' within the scope the Data Protection Act (1988) is to be protected in accordance with the provisions of that Act,

All confidential minutes, communications and documents are to be retained.

All non-confidential communications, minutes and relevant documents are to be retained and placed in the public domain as soon as practicable.

Communications

The Steering Group and its working groups shall communicate frequently and effectively with the community of Harvington, sharing its plan of work, proposals, working papers and provisional conclusions.

It will have its own web site and eMail domain.

It 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 made public 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.

Finance

The Steering Group may solicit and receive direct grants and donations for undertaking the work of the Steering Group. Acceptance of grants and donations is at the discretion of the Steering Group .

Grants received by the Parish Council for Neighbourhood Plan activities, and any additional funds it may allocate, will normally be made available to the Steering Group, for use in accordance with the work items, terms and conditions associated with such grants or funds.

The Treasurer will keep a clear record of any expenditure, including any receipts as appropriate.

Funds received by or allocated to the Steering Group are to be held in trust for the Steering Group by the Parish Council.

Grant money received by the Parish Council will be held in trust for the purpose for which the grant has been given. The Council will have to comply with grant provider conditions.

The Steering Group Treasurer is to submit invoices to the Clerk on the 1st day of each month as payments will be made on a monthly basis at a Council meeting in keeping with the Council's financial regulations.

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 Harvington.

Each Working Group shall have will have a minimum of 3 members, one of whom is the nominated chair, but this person does not have to become a member of the Steering Group.

Minutes of meetings to be forwarded to the secretary of the Steering Group within 7 days of a meeting.

A working group will:

- Organise and deliver work in specified areas to contribute to delivery of the Plan.
- Report on progress to the Steering Committee.

All Working Groups must keep records of:

- Minutes of meetings.
- All proposals/projects considered, whether accepted or rejected, with reasons why decisions were made.
- Information sources/documents with dates.

Working groups do not have the power to authorise expenditure.

Personal Interest Register

All members of the Steering Group or of any Working Group 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.

If any funds are provided for the development of the plan, those remaining funds 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.