

Arlesey Neighbourhood Plan Steering Group

Terms of Reference

1. Name

- 1.1 The name of the organisation shall be the Arlesey Neighbourhood Plan Steering Group.

2. Purpose

- 2.1 The purpose of the Steering Group shall be to support the Town Council in developing a Neighbourhood Plan for Arlesey that encompasses the needs, and aspirations of the community for the period from 2015 to future date to be confirmed.
- 2.2 Where appropriate the **Steering Group** shall:
- 2.2.1 Liaise with and support the Town Council in fulfilling the **Purpose**.
 - 2.2.2 Investigate and identify support for the Neighbourhood Plan.
 - 2.2.3 Identify sources of funding.
 - 2.2.4 Take responsibility for planning, budgeting and monitoring expenditure on the Neighbourhood Plan and report back to the Town Council on these matters.
 - 2.2.5 Liaise with relevant authorities and organisations to make the Neighbourhood Plan as effective as possible.
 - 2.2.6 Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible.
 - 2.2.7 Determine the most appropriate types of survey and information gathering techniques to be used.
 - 2.2.8 Seek to establish the views, priorities and aspirations of Arlesey residents and community organisations in relation to area within the bounds of the area covered by the Neighbourhood Plan for Arlesey.
 - 2.2.9 Be responsible for the analysis of surveys, and submission of survey results, draft copies and the final report to Arlesey Town Council.
 - 2.2.10 Identify priorities and timescales for local action in the Project Plan, including the lead organisations and potential sources of project funding.
 - 2.2.11 Regularly report back to the Town Council on progress, issues arising and outcomes (see paragraph 4.6 below).
 - 2.2.12 Perform any lawful activity which will help it to fulfil its purpose.

3. Membership

- 3.1 The **Steering Group** will be made up from a good cross-section of the community, this will include Town Councillors. No charge may be levied for membership. Membership shall be open to any Arlesey Resident without regard to disability, political or religious affiliation, race, sex or sexual orientation who is interested in helping the Group to achieve its **Purpose** and is willing to abide by the rules of the Group.
- 3.2 The members of the Steering Group may change over the course of the project.
- 3.3 The Secretary will keep a record of the names and contact details for the members of the Steering Group and any Working Groups.

4. Roles

- 4.1 The Steering Group will at all times have a core which will include: a Chairperson, Vice Chairperson, Secretary, Council Liaison Officer, Press Officer and Finance Co-ordinator elected from its membership.
- 4.2 The Chairperson will take an overall management role for the group and will chair all meetings. The Vice Chairperson will assist the Chairperson and chair meetings in the Chairperson's absence.
- 4.3 The Secretary will take minutes at all meetings and will aim to publish them to the Steering Group within 7 days of each meeting (see paragraph 5.5 below).
- 4.4 The Finance Co-ordinator will be responsible for tracking all elements of expenditure in relation to the project (see section 7 below).
- 4.5 The Press Officer will be responsible for coordinating all publicity and communications on behalf of the Steering Group, including liaising with local media, the development and distribution of physical communications such as posters and flyers, and the management of electronic media and communications such as websites, Facebook and email.
- 4.6 The Council Liaison Officer will liaise between the Steering Group and the Town Council. The Council Liaison Officer should be an existing Town Councillor and will report progress to the Town Council and seek decisions and/or guidance from the Council as appropriate.
- 4.7 All other members of the Steering Group will take on specific actions and tasks as required to ensure the delivery of the Neighbourhood Plan.
- 4.8 The Town Council will provide the opportunity for the endorsement of regular reports via its meeting agenda.
- 4.9 Working Groups may also carry out duties specified by the Steering Group, which may include, but is not limited to:-
 - Data gathering
 - Consultations
 - Making recommendations
- 4.10 The make-up and purpose of Working Groups will be regularly reviewed by the Steering Group. It is expected that all Steering Group members abide by the principles and practice of the Town Council Code of Conduct including declarations of interest.

5. Meetings

- 5.1 The Steering Group shall normally meet monthly (but every two months as a minimum), or as may be required.
- 5.2 A minimum of three days' notice of meetings shall normally be sent to members via the communication method agreed with, and appropriate to, each individual member.
- 5.3 Whenever possible, notices of meetings should detail the matters to be discussed.
- 5.4 Any declarations of interest must be declared at the outset of the meeting and re-stated at the corresponding point in the proceedings. Any such declarations of interests shall be minuted and published.
- 5.5 The Secretary shall keep a record of meetings including any declarations of interest (as above), and circulate notes to Steering Group members and the Town Council in a timely fashion (ideally, within 7 days of the meeting). The Steering Group will also publicise the notes using all available methods to ensure optimum visibility, transparency and opportunity for public engagement and involvement.

- 5.6 The Steering Group shall where possible set out a schedule of meetings and make the details available to the public as a minimum via notice boards/websites/social media.
- 5.7 All meetings should be open to the public.
- 5.8 Copies of the Town Council's Code of Conduct will be available at all Neighbourhood Planning meetings.

6. Working Groups

- 6.1 The Steering Group may establish such Working Groups as it considers necessary to carry out the functions specified by the Steering Group.
- 6.2 Each Working Group should have a Chairperson who will be elected from the Steering Group. Other Members of Working Groups do not have to belong to the Steering Group. However, all members should abide by the Town Council's Code of Conduct.
- 6.3 Any declarations of interest must be declared at the outset of the meeting and re-stated at the corresponding point in the proceedings. Any such declarations of interests shall be minuted and published.

7. Finance

- 7.1 All grants and funding will be applied for and held by the Town Council, who will ring-fence the funds for Neighbourhood Plan purposes only.
- 7.2 Notification of all planned expenditure will be given to the Town Council before actual costs are incurred.
- 7.3 The Finance Co-ordinator shall keep a clear record of expenditure supported by receipted invoices and will be regularly reviewed in conjunction with the Town Council.
- 7.4 The Finance Co-ordinator will draw up and agree with the Steering Group and the Town Council procedures for volunteers who wish to claim expenses.
- 7.5 The Finance Co-ordinator will report back to the Steering Group and the Town Council on planned and actual expenditure for the project.
- 7.6 Invoices will be made out in the name of the Town Council who will authorise payment and make arrangements to pay them at their next scheduled Town Council meeting.
- 7.7 Members of the community who are involved as volunteers with any of the Working Groups may claim back any previously agreed expenditure that was necessarily incurred during the process of producing the Neighbourhood Plan. This includes, but is not limited to, postage, stationery, printing, telephone calls and travel costs.

8. Data Protection

- 8.1 The Steering Group and any Working Groups will store data in accordance with the Data Protection Act 1998 under the registration of Arlesey Town Council.

9. Amendments to the Terms of Reference

- 9.1 If necessary, amendments to these Terms of Reference can be agreed at a meeting of the Steering Group.
- 9.2 In such cases, the Secretary will distribute the amended Terms of Reference with the minutes of the appropriate meeting.

10. Dissolving the Steering Group

- 10.1 At the conclusion of the Neighbourhood Plan project the Town Council and Steering Group should discuss the future working of the Steering Group. If the Steering Group wishes to dissolve, it must notify the Town Council.