

Winchfield Neighbourhood Plan Steering Group Terms of Reference

Aims and Objectives

The objective of the Winchfield Neighbourhood Plan Steering Group is to review and update the adopted Neighbourhood Development Plan (NDP) for the Parish of Winchfield that covers the period from 2020 until 2032.

To this end the Steering Group will:

- Undertake the process steps for producing and submitting the NDP in a democratic, transparent and accountable fashion.
- Involve the whole community and gather the views and opinions of as many residents, groups and organisations in the community as possible giving consideration to the opinions and views of all members of the community that wish to contribute.
- Work with the Parish Council to ensure that it is fully informed throughout the process with decisions referred to it when applicable or appropriate.
- Produce a project programme within which the Neighbourhood Plan will be completed to focus activity, planning and report progress.
- Plan, budget and monitor expenditure on the NDP and provide regular financial status reports to the Parish Council.
- Liaise with relevant authorities and organisations that can contribute to the Plan or need to be consulted.

Composition

- The NDP Steering Group will be made up of a minimum of 5 members representing a cross-section of the community including two parish councillor members nominated by the Parish Council.
- The Steering Group shall cease to be quorate if less than 3 members are present
- The Steering Group will be Chaired by a Parish Councillor
- The Steering Group will appoint a Finance Co-ordinator and make arrangements for producing a record of each meeting and recording decisions.
- The Steering Group may co-opt additional members on a permanent or temporary basis or use the services of specialist advisors when necessary
- Parish Council insurance will cover the previously agreed activities of the Steering Group but Steering Group members, in liaison with the Parish Clerk, need to ensure that the terms of the insurance are not breached.
- All Steering Group members shall abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.

Meetings

- The Steering Group shall meet as required but every two months as a minimum.
- At least five clear days' notice of meetings shall be sent to members.
- The Steering Group shall keep a record of all meetings, and circulate the minutes of each meeting to the Parish Council. The Clerk will publicise the minutes via the Parish Council website in a timely fashion.

Working Group

- The Steering Group will establish a Working Group to carry out the functions specified by the Steering Group.
- The Working Group will be Chaired by a member of the public nominated by the Parish Council
- The Working Group may co-opt representatives of the community to assist with specific tasks.

Finance

- All grants and funding will be applied for and held by the Parish Council, which will ring-fence the funds for Neighbourhood Plan purposes only.
- Expenditure shall be agreed by majority decision of the Steering Group and all decisions with financial implications must be recorded in the minutes.
- The Steering Group may authorise expenditure amounts up to £250
- All planned expenditure for amounts above £250 shall be forwarded to the Parish Council for approval before actual costs are incurred.
- The Finance Coordinator shall keep a clear record of expenditure supported by receipted invoices and will regularly review and update the budget in liaison with the Parish Clerk/Responsible Finance Officer.
- Invoices will be made out in the name of the Parish Council which will authorise them at the next scheduled Parish Council meeting.

Data Protection

- The Parish Clerk will be responsible for overall data control of the NDP process
- The Parish Clerk will be responsible for making available if requested any material that is used or collected as part of the NDP review process for public inspection in accordance with the Freedom of Information Act.
- An email address will be set up solely for the purpose of communication regarding the Winchfield NDP. This email address will be monitored and managed by the Parish Clerk and the Chair of the Working Group.

Date approved by Parish Council : 20 July 2020