

Cockshutt cum Petton Parish Council

COMMUNITY-LED PLANNING STEERING GROUP Terms of Reference

Name

The group is called the Community-Led Planning Steering Group.

Purpose

The purpose of the Steering Group is to support Cockshutt cum Petton Parish Council in the preparation of an ambitious Community-Led Plan which will provide a strategy for the development of the Parish following intensive consultation with residents, employers and employees of the Parish. The Plan will incorporate key economic, social and environmental priorities.

The Steering Group will identify, within an agreed period, the specific type of Community-Led Plan e.g. Neighbourhood Plan, Community-Led Plan (non-referendum NP) or Parish Plan which is most appropriate and achievable by the Parish Council and Steering Group. Agreement of the Parish Council of the type of Plan will be required prior to the Steering Group progressing further activities.

Membership

The Steering Group will comprise of 5 members, representing a cross-section of the community and will also include a minimum of one Parish Councillor. Nominations to be part of the Steering Group will be agreed by the Parish Council.

Co-option of other members to support the work of the Group will be agreed as and when required.

Defining Roles

At their first meeting, the Steering Group will be responsible for electing a Chair and agreeing a Secretary.

The Steering Group members will identify their particular skills and expertise to help determine responsibilities as appropriate.

Responsibilities

The Parish Councillor(s) who are members of the Steering Group, will be expected to act as a liaison between the Steering Group and the Parish Council and will ensure there is a standing agenda item on the Parish Council Agenda for a regular report back to the Parish Council.

Members of the Steering Group will be asked to lead on specific tasks and actions.

Other community groups and individuals will need to be asked to help undertake specific tasks identified by the Steering Group.

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

Meetings

The Steering Group will usually meet on a monthly basis (but where this is not possible, they will meet every two months as a minimum), or as may be required.

Members of the Steering Group will be given at least three clear days' notice of meetings via the communication method agreed with, and appropriate to, each individual member.

A clear agenda will also be sent to Steering Group members identifying the subjects to be discussed and any supporting information/papers or links to where these may be found.

Items members wish to have discussed at the next Steering Group meeting should be sent to the Secretary (with copy to the Chair) for inclusion on the Agenda along with any supporting paper(s).

Records of the meeting will be kept by the Secretary whose role it is to note the action points and key points of the general discussion, and following the meeting, to circulate these notes to the members of the Steering Group and the Parish Council Clerk for distribution to Councillors.

Finance

All funding and finance will be applied for and held by the Parish Council, who will agree expenditure and ring-fence the funds for Community-Led Planning purposes only.

The Parish Clerk will maintain a record of expenditure against the agreed budget supported by receipted invoices and will monitor and update the budget.

Members of the community who are involved as volunteers with the Steering Group may claim back any previously agreed expenditure that was necessarily incurred during the process of producing the Community-Led Plan.

Dissolving the Steering Group

At the conclusion of the Community-Led Planning project, the Parish Council and Steering Group should discuss the future role/working of the Steering Group. If the Steering Group wishes to dissolve they must notify the Parish Council.