

Brilley Parish Council

Terms of Reference for Neighbourhood Development Plan Steering Group

Name

The name of the organisation is the Brilley Neighbourhood Development Plan Steering Group (SG)

Purpose

The purpose of the SG is to support the Parish Council (PC) to produce the Brilley Neighbourhood Development Plan (NDP) by undertaking the following tasks:

- Identifying key themes and issues for policies in the NDP
- Discuss with people who live, work and do business in the parish on their needs, concerns and ideas about the key themes and issues
- Drafting the policy(ies) as appropriate to address themes and issues
- Help with preparation of NDP
- Help the Parish Council undertake the community consultation
- Help finalise the NDP
- Help publicise the referendum
- Help implement and monitor the NDP
- Report progress to the PC as requested

Membership

The SG will be made up of a good cross-section of the community, including parish councillors

Roles

- The SG will be chaired by a Parish Councillor. The SG will elect a Vice Chairman. The Chairman and Vice Chairman will facilitate discussion at SG meetings, ensure that the process is inclusive, fair and not confrontational
- The Chairman or Vice Chairman will report progress to the PC as agreed
- The Clerk will take minutes of meetings, liaise with Kirkwells Planning Consultants and act as project administrator
- The Clerk will act as Finance Officer for the SG, arranging payments as required from the NDP grant funds held by the PC
- The SG will nominate a Volunteer Co-ordinator who will ensure accurate records of volunteers' expenses and hours are kept and will liaise with the Clerk
- All members are expected to take an active role in the process
- Any dispute within the SG will be referred to the PC for arbitration
- The SG may establish sub-groups or working groups to undertake work if required
- Each sub-group or working group will have a lead person who will liaise closely with the Chairman and Clerk

Finance

- The NDP grant and any other funds are held by and the responsibility of the PC
- The PC will pay the Clerk's salary to support the SG
- Members of the SG are entitled to agreed and reasonable expenses eg. for travel, postage, stationery, phone calls
- The Volunteer Co-ordinator will liaise with the Clerk to ensure payment of expenses
- The Clerk, acting as Finance Officer, will regularly report to the SG and the PC on planned and actual expenditure

- All invoices and expenses claims will be made out to the PC which will pay at the next scheduled PC meeting

Dissolving the Steering Group

- At the conclusion of the NDP project, the PC and SG will discuss any further working of the SG
- If the SG wishes to dissolve it must notify the PC

Signed:

Date:

Peter Bufton, Chairman Brilley Parish Council

Alison Sutton – Parish Clerk
7 John Davies Place, Westcroft, Leominster, Herefordshire HR6 8JD.
Tel: 07789 322771. Email: brilleypc@gmail.com