

Terms of Reference

Name

The name of the organisation shall be:

South Woodham Ferrers Neighbourhood Plan Steering Group

Mission Statement

To develop a Neighbourhood Plan that contains a set of policies concerned with land use and development that will be used when planning applications are submitted to Chelmsford City Council for South Woodham Ferrers up to 2036.

Purpose

The purpose of the Steering Group shall be to carry out the following tasks:

- Investigate and identify support for the Neighbourhood Development Plan
- Identify sources of funding
- Take responsibility for planning, budgeting and monitoring expenditure on the Neighbourhood Development Plan and report back to the Town Council on these matters
- Liaise with relevant authorities and organisations to make the Neighbourhood Development Plan as effective as possible
- Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible
- Determine the types of survey and information gathering to be used
- Be responsible for the analysis of the survey, as well as the production and the distribution of the final report
- Identify priorities and timescales for local action in the Project Plan, including the lead organisations and potential sources of project funding
- Regularly report back to the Town Council on progress, issues arising and outcomes

Membership

The Steering Group will be made up of a maximum of 22 members from a comprehensive cross-section of the community, including local Councillors.

The quorum of the Steering Group shall be one third of its total members at any one time.

Should a member not be present to three consecutive meetings, they shall be considered for removal.

Defining Roles

- At the first meeting, the Steering Group will elect a Chairman and Secretary
- Wherever possible all other members should have a specific roles, to be agreed by the Steering Group
- Support will be provided by the Neighbourhood Plan Co-ordinator

Roles & Responsibilities

- Town Council insurance will cover the previously agreed activities of the Steering Group and volunteers, but Steering Group members, in liaison with the Town Clerk, need to ensure that terms of the insurance are not breached
- The Co-ordinator will liaise between the Steering Group and the Town Council. Alternatively Town Councillors who are also members of the Steering Group, will act as a liaison between the two bodies and provide a regular report to the Town Council for endorsement
- The Town Council will provide the opportunity for the endorsement of regular reports via its meeting agenda
- Working Groups will carry out duties specified by the Steering Group, which may include, but is not limited to:
 - Data gathering
 - Consultations
 - Making recommendations
- 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 spirit of the Town Council Code of Conduct. All Steering Group members must declare any personal interest that may be perceived as being relevant to the decisions or recommendations made by it, at the start of each meeting or as soon as the interest becomes apparent. This may include membership of an organisation, ownership of or interest in land or business, or any other matter likely to be relevant to the work undertaken by the Steering Group.

Meetings

- The Steering Group shall normally meet monthly (but every two months as a minimum) or as may be required
- At least three clear days' notice of meetings shall be sent to members via the communication method agreed with and appropriate to, each individual member
- Whenever possible, notices of meetings should detail the matters to be discussed
- The Neighbourhood Plan co-ordinator/Secretary shall keep a record of meetings and circulate notes to Steering Group members and the Town Council in a timely fashion. The latter will publicise the notes via their usual methods
- It is recommended that an annual rolling schedule of meetings is set in place, preferably at the first meeting of the Steering Group and made available to the public via notice boards/websites
- All meetings of the Steering Group should be open to the public
- Copies of the Town Council's Code of Conduct will be available at all Neighbourhood Plan meetings

Working Groups

- The Steering Group may establish such Working Groups as it considers necessary to carry out the functions specified by the Steering Group
- Each Working Group should have a lead person

Finance

- All grants and funding will be applied for and held by the Town Council, who will ring-fence the funds for Neighbourhood Development Plan purposes only
- Notification of all planned expenditure will be given to the Town Council before actual costs are incurred and report back to the Steering Group
- The Co-ordinator shall keep a clear record of expenditure supported by receipted invoices and will regularly review and update the budget in liaison with the Town Clerk
- The Co-ordinator in partnership with the Town Clerk, will draw up and agree with the Steering Group procedures for volunteers who wish to claim expenses
- Invoices will be made out in the name of the Town Council

Dissolution the Steering Group

The Steering Group will be dissolved upon the adoption of the Neighbourhood Development Plan.