

Crich Parish Neighbourhood Development Plan Steering Group Constitution

1. Name

The name of the organisation shall be the Crich Parish Neighbourhood Development Plan Steering Group, hereafter referred to as the committee.

2. Purpose

The purpose of the committee shall be to work in partnership with the Parish Council to produce a Neighbourhood Development Plan for Crich Parish (The Plan) as defined in the Localism Act 2012. The Plan will be submitted by Crich Parish Council to AVBC and become part of the Local Plan for Amber Valley 2015 – 2030.

In order to be adopted The Plan must pass a formal inspection and a referendum in the defined neighbourhood.

The committee is responsible for carrying out the following tasks:-

- i. Investigate and identify support for the Neighbourhood Development Plan
- ii. Identify sources of funding
- iii. Take responsibility for planning, budgeting and monitoring expenditure on the plan and report back to the Parish Council on these matters.
- iv. Liaise with relevant authorities and organisations to make the plan as effective as possible
- v. Identify ways of involving the whole community and gather the views and opinions of as many individuals, groups and organisations in the community as possible taking care that a wide range of ages and interests is represented.
- vi. Determine the types of survey and information gathering to be used
- vii. Be responsible for the analysis of the survey, the production and distribution of the final report
- viii. Identify priorities and timescale for local action in the action plan including lead organisations and potential sources of project funding
- ix. To report back to the Parish Council on progress, issues arising and outcomes from the exercise.

3. Membership

- i. The committee will include up to 20 members.
- ii. Any person may join the Steering Group so long as they agree to abide by the Constitution.
- iii. A person shall cease to be a member of the committee having notified the Chair or Secretary in writing of his or her wish to resign.
- iv. Any Member who is absent for 3 consecutive full meetings of the Committee without formal apologies, will be deemed to have stood down and will no longer be counted as member.

4. Officers

At the first meeting the committee will elect: a chair, a vice chair, a secretary, a treasurer and such an officer as shall be deemed necessary.

5. Meetings

- i. The committee shall meet every two months as a minimum, or as may be required.
- ii. At least five clear days' notice of meetings shall be given to members by written notices left at, or sent by post or email to the member's last known address.
- iii. Every matter shall be determined by a majority of votes of the committee members present and voting. In the case of equality of votes, the Chair of the meeting shall have a casting vote.

- iv. The committee may decide the quorum necessary to transact business - with a minimum of five members.
- v. The secretary shall keep a record of meetings in a minute book, and circulate minutes to members of the committee not more than 14 days after each meeting.

6. Termination

The work of the Committee will be considered complete when The Plan has passed formal inspection and any amendments are made, and is presented for referendum. Following the referendum the Committee will be dissolved.

7. Working groups

- i. The committee may appoint such working groups, as it considers necessary to carry out the functions specified by the committee. Each working group should have a nominated chair, but this person does not have to become a member of the steering committee.
- ii. Working groups do not have the power to authorize expenditure on behalf of the committee.
- iii. Working groups will be bound by the terms of reference set out for them by the steering group.

8. Finance

- i. The treasurer shall keep a clear record of expenditure, where necessary, supported by receipted invoices.
- ii. Members of the community who are involved as volunteers with any of the working groups may claim back any expenditure that was necessarily incurred during the process of producing the Plan. This could include postage and stationery, telephone calls, travel costs, childcare costs.
- iii. The treasurer will draw up and agree with the committee procedures for volunteers who wish to claim expenses and the rates they may claim.
- iv. The treasurer will report back to the committee and Crich Parish Council on planned and actual expenditure for the project, and liaise with the parish clerk to set up a petty cash system and enable cash withdrawals and payment of invoices to be made as required.

9. Changes to the constitution

This constitution may be altered and additional clauses may be added with the consent of two-thirds of the committee present.

10. Dissolution of the committee

- i. Upon dissolution of the committee any remaining funds shall be disposed of by the committee, in accordance with the decisions reached at an Extraordinary Meeting open to the public in the area of benefit called for that purpose. No individual member of the committee shall benefit from the dispersal.
- ii. The return of any unused funding given as grants to the committee may need to be considered if this was part of the condition of the grant.

11. Crich Parish Neighbourhood Development Plan:

Steering group terms of reference for working groups

The purpose of each working group is to assist the Crich Parish Neighbourhood Development Plan steering group to prepare a Neighbourhood Development Plan for the community. Each working

group will tackle a specific issue, or set of issues, and/ or the needs and opportunities facing a specific group of people within the community.

Each working group should:

- i. Clearly set out its purpose e.g. "To help young people (under 18 years) in the community identify their needs over the life of The Plan, their ideas and concerns and to develop proposals to meet these needs."
- ii. Outline how it will gather information and carry out consultations taking care to seek a wide range of views from different parts of the community including young people
- iii. Set out the timescale and estimated costs of gathering information and carrying out consultations.
- iv. Produce a short action plan setting out:
 - What is proposed?
 - Why the action is needed?
 - Who will be responsible for taking the action?
 - When will the action be taken forward?
 - If appropriate; how the proposal will be implemented and how much it will cost.
- v. The working group must be able to demonstrate that projects and proposals it has identified have the support of the local community and show that they have, where relevant, discussed projects with other organisations who will be able to assist in carrying out the action.
- vi. Each working group will appoint at least one, but preferably two members, to attend the regular steering committee meetings (those persons may already be members of the steering committee).
- vii. Each working group will be responsible for organising its own meetings and must provide a summary progress report to the steering committee meetings.
- viii. Financial expenditure in excess of £50 must be approved by the Crich Parish NDP steering group. Receipted expenses for reimbursement should be passed to the steering group treasurer on a monthly basis with reasons for the expenditure clearly given.