HATFIELD BROAD OAK NEIGHBOURHOOD PLAN STEERING COMMITTEE

1. NAME

The name of the organisation shall be the Hatfield Broad Oak Neighbourhood Plan Steering Committee and sometimes may be referred to as the Steering Group.

2. PURPOSE

The purpose of the Steering Committee shall be to support the Hatfield Broad Oak Parish Council ("Parish Council") to carry out the following tasks and functions:

- Investigate and identify support for the creation and development of a Neighbourhood Plan for the Village of Hatfield Broad Oak Parish Council.
- Identify and apply for sources of funding.
- Take responsibility for planning, budgeting, and monitoring expenditure on the Neighbourhood Plan and report back to the Parish Council on these matters.
- Liaise with relevant authorities and organisations to make the Neighbourhood 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 surveys and information gathering to be used.
- Be responsible for the analysis of the surveys, as well as the production and distribution of any interim reports and 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 Parish Council on progress, issues arising and outcomes.

3. MEMBERSHIP

The Steering Committee will be made up from a wide cross-section of the community, including Parish Councillors to be nominated by the Parish Council.

4. DEFINING ROLES

At the first meeting, the Steering Committee will elect a Chairperson.

The Secretary of the Steering Committee will be the Clerk to Hatfield Broad Oak Parish Council.

The Steering Committee will also elect a Communications Co-ordinator and a Volunteer Co-ordinator.

Wherever possible all other members should have a specific role, to be agreed by the Steering Committee. (For details see Roles & Relationships.)

5. ROLES AND RELATIONSHIPS

Parish Council insurance will cover the previously agreed activities and members of the Steering Committee and volunteers, but Steering Committee members, in liaison with the Parish Clerk, shall ensure that terms of the insurance are not breached.

Parish Councillors who are members of the Steering Committee will liaise between the two bodies and shall provide the Parish Council with regular reports for endorsement.

The Parish Council will provide the opportunity for the endorsement of regular reports via its meeting agendas.

Working Groups will carry out duties specified by the full Steering Committee, 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 full Steering Committee.

All Steering Committee members shall abide by the principles and practice of the Parish Council Code of Conduct, including declarations of interest.

6. MEETINGS

The Steering Committee shall normally meet monthly (but every two months as a minimum),or as may be required.

Meetings will last no longer than 2.5 hours and public questions will be limited to 5 minutes per person with a maximum of 15 minutes in total as in line with standing orders.

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 Secretary shall keep a record of meetings and circulate notes to Steering Committee members and the Parish Council in a timely fashion. The latter will publicise the notes via their usual methods.

All meetings shall be open to the public.

To be quorate, there should be a minimum of 3 members present, one of which must be a Parish Councillor.

7. WORKING GROUPS

The Steering Group may establish such Working Groups as it considers necessary to carry out the functions specified by the Steering Committee.

Each Working Group should have a lead person.

8. FINANCE

An allowance of £10,000 shall be allocated from the Parish Council Reserves and credited to the activities of the Steering Committee however only the Parish Council may carry out the expenditure.

Grants may be applied for by the Steering Committee but will be held by the Parish Council, who will ring-fence the funds, which shall be applied for Neighbourhood Plan purposes only.

All expenditure must be agreed by the Full Council at the next Parish Council meeting unless it falls in line with Financial Regulations 4.1.

9. DISSOLVING THE STEERING GROUP

At the conclusion of the Neighbourhood Development Plan project the Parish Council and Steering Group should discuss the future working of the Steering Group. If the Steering Group wishes to dissolve, it must notify the Parish Council.