**Droitwich Spa Town Council**

Droitwich Spa Neighbourhood Plan Steering Group ∙ Terms of reference

**Purpose and role**

Droitwich Spa Town Council is the qualifying body responsible for the preparation of the Neighbourhood Development Plan (‘Neighbourhood Plan’). The purpose of the Steering Group is to support the Town Council in this regard by carrying out the following tasks:

* Liaise with relevant authorities and organisations to make the Neighbourhood Plan as effective as possible.
* Identify ways of involving the whole community, and consult with as many public & community stakeholder groups and organisations in the community as possible.
* Be responsible for the collection and analysis of survey information and the preparation of the draft Neighbourhood Plan based on the evidence collected.
* Undertake consultation on the draft Neighbourhood Plan following its approval by the Town Council.
* After consultation, recommend the Neighbourhood Plan to the Town Council for approval for submission by the Town Council to Wychavon District Council.
* Regularly report back to the Town Council on progress, issues arising and outcomes.

**Name**

* The name of the organisation shall be the Droitwich Spa Neighbourhood Plan Steering Group.

**Membership**

* The Steering Group will be made up from a good cross-section of the community, including Town Councillors nominated by the Town Council. Town Council officers and the planning consultant will also attend.

**Defining Roles**

* The Steering Group Chairperson is the Designated Elected Member with responsibility for the Neighbourhood Plan project matters including communications and liaison. The Town Clerk shall act as Secretary.
* The Steering Group will identify a Consultation and Communications Co-ordinator. This person shall be responsible for the preparation and delivery of a Consultation and Communications Strategy so that the community is kept fully informed, is able to make views known, is actively involved and is made aware of how their views have informed the Neighbourhood Plan. This is to be designated to the Town Clerk.

**Roles & Relationships**

* Town Council insurance will cover the agreed activities of the Steering Group. Steering Group members, in liaison with the Town Clerk, need to ensure that terms of the insurance are not breached.
* The Chairman (Town Councillor with designated responsibility for the NDP project) 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 may be formed to carry out duties specified by the full Steering Group. These may include, but are not limited to, data gathering, consultations and the making of recommendations.
* The make-up and purpose of Working Groups will be regularly reviewed by the full Steering Group. Any Working Group will have a designated lead person.
* It is expected that all Steering Group members abide by the principles and practice of the Town Council Code of Conduct including declarations of interest. The Code of Conduct will be available at all Steering Group meetings through the Town Clerk.

**Meetings**

* The Steering Group shall normally meet quarterly 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 Town Clerk shall keep a record of meetings, and subsequently circulate minutes to Steering Group members and make available to the Town Council in a timely fashion.
* The Town Council will make the minutes of Steering Group meetings available via the usual methods.

**Finance**

* All grants and funding will be applied for and held by the Town Council, who will ring-fence the funds for Neighbourhood Plan purposes only.
* Notification of all planned expenditure will be given to the Town Council before actual costs are incurred.
* The Town Clerk shall keep a clear record of expenditure supported by receipted invoices.
* The Town Clerk will draw up and agree with the Steering Group procedures for volunteers who wish to claim expenses.
* The Town Clerk will report back to the Steering Group and the Town Council on planned and actual expenditure for the project.
* Invoices will be made out in the name of the Town Council who will pay them at their next scheduled Town Council meeting.
* Members of the community who are involved as volunteers with any Working Group may claim back any previously agreed expenditure that was necessarily incurred during the process of producing the Neighbourhood Plan. This includes, but are not limited to, postage, stationery, telephone calls and travel costs.

**Dissolving the Steering Group**

* At the conclusion of the Neighbourhood Plan project when the Plan is made the Town Council and Steering Group should discuss the future working of the Steering Group. If the Steering Group wishes to dissolve it must notify the Town Council.