

Constitution of the Cuddington Parish Neighbourhood Plan Steering Group

1.0 Name of the Group

The name of the organisation shall be **The Neighbourhood Plan Steering Group (NPSG)**

2.0 Purpose

The purpose of the Group is to undertake, progress, complete the Cuddington Neighbourhood Plan ('the Project') on behalf of the Parish Council and the local community including the following tasks:

- 2.1 to undertake the project through NPSG meetings and work in task groups set up by the NPSG
- 2.2 to identify apply for and secure funding for the Project and comply with any grant conditions;
- 2.3 to plan, budget and monitor all income and expenditure for the Project;
- 2.4 to keep proper financial records and accounts in relation to all income and expenditure for the Project;
- 2.5 to work collaboratively and co-operatively with such individuals, local authorities, bodies and organisations as are necessary to complete the Project;
- 2.6 to identify and adopt appropriate means of engaging the local community so as to ensure as wide a consultation and participation in the Project as possible;
- 2.7 to identify and consult upon the issues that the local community raises;
- 2.8 to decide upon and employ consultation methods appropriate to the local community and its issues;
- 2.9 investigate and identify support in the community for proposals arising from the work of the NPSG
- 2.10 to plan the programme of work, activities and events to deliver the Project;
- 2.11 to set the timescale for the Project and keep progress under regular review;
- 2.12 to collate and analyse the data collected from the consultation process;
- 2.13 to report on the progress of the Project to the Community at regular intervals
- 2.14 to report on the progress of the Project to the Parish Council at intervals and on completion of the Neighbourhood Plan
- 2.15 to seek approval from the Parish Council at key stages in the project, via presentations to PC meetings, of progress of the project and the principles underlying any policy being developed by the NPSG.
- 2.16 to progress the draft Neighbourhood Plan through final consultation with the community and the regulatory authorities
- 2.17 to progress the Neighbourhood plan through a Referendum

3.0 Membership of the Group

- 3.1 The NPSG shall comprise 11 members who are either resident or work in the Parish or have some other close and regular connection with the Parish.
- 3.2 The NPSG shall be made up of members who volunteer from a wider group of persons interested in the preparation of a Neighbourhood Plan and who want to work in association to achieve the stated purpose as given in 2.0 above.
- 3.3 Not more than 3 members of the Group shall also be members of the Cuddington Parish Council.
- 3.4 The NPSG may co-opt such additional members from time to time, as it considers necessary provided that the number of co-opted members shall not at any time exceed the number of elected members.
- 3.5 Any member may resign from the Group by notifying the Chair of the resignation in writing.

4.0 Appointment of Officers and Allocation of Roles

- 4.1 At the first meeting, the NPSG shall elect a Chair, Secretary and Treasurer and such other Officers, as the Group considers necessary from time to time.
- 4.2 All other members of the group shall be allocated specific roles as agreed by the Group.

5.0 Frequency and Conduct of Meetings

- 5.1 The NPSG shall meet at least every month.
- 5.2 Members shall be given 2 day's written notice of meetings by email.
- 5.3 All notices of meetings will include a brief agenda of items for discussion at the meeting.
- 5.4 Decisions of the NPSG shall be made by a majority of the elected members present and voting at the meeting, with the Chair holding a casting vote in the event that there is a tie.
- 5.4 The quorum for meetings of the Group shall be 5.
- 5.5 The Secretary shall minute all meetings and circulate minutes to members as soon as reasonably practicable after meetings and in any event no later than 10 days after the meeting.

6.0 Task Teams

- 6.1 The NPSG may appoint such task teams as it considers necessary to assist it in carrying out the purposes outlined in section 2.0 above
- 6.2 Each task team appointed shall operate within Terms of Reference provided by the group.
- 6.3 Each task team shall report on progress to the NPSG as and when requested
- 6.4 No task team shall be entitled to authorise or commit the NPSG to any expenditure in relation to the Project.

