

STEBBING NEIGHBOURHOOD PLAN STEERING GROUP

Notes of meeting 1 held on the 19th May 2016 at 7.30pm

Venue - The Old Friends Meeting House High Street Stebbing

Members Present – Jane Goodwin (Chair to item 4), Robert James (Chair from item 5), Judith Farr (PC), Margaret Rufus, John Evans, Andrew Martin, Francine Morgan, Jackie Kingdom, Christina Cant, Bernard Bazley, Val Stokes and Greg King (secretary)

Apologies for absence - None

1. Introductions

All members did a brief introduction including their background and time living in the village

ACTION:- Greg King to email contact details of all members to the group

2. Actions to date - application for designated area of the NHP.

Jane Goodwin informed the group that the application to UDC for the designated area had been made for the entire Parish and that we are currently awaiting the outcome of this application. It is expected that the outcome will be known at the end of June. Funding, there has been a Grant of £1500 from District Councillor Marie Felton towards the cost of the neighbourhood plan and further funding is available in the form of grants from UDC and possibly the RCCE. This would be something for the Finance Officer to look at when one is elected. It is estimated that doing a Neighbourhood Plan costs somewhere in the region of £14k

3. Terms of reference

The Model terms of Reference were discussed and amended – revised copy is at Appendix A

ACTION:- Greg King to find out whether declarations of interest are required for Steering Group members

ACTION:- Greg King to create an expenses claim form

4. Election of Chair

Robert James Volunteered to take the role of Chair of the Steering group, he was then proposed by Jackie Kingdom and seconded by Jane Goodwin – all agreed to Robert taking the Chair

Jane Goodwin left the meeting at this point.

5. Election of Finance Officer

Francine Morgan was proposed by Christina Cant and seconded by Val Stokes. Francine agreed that she was happy to take on the role with assistance from Greg King – all agreed to Francine being the Finance Officer

6. Election of Secretary

Greg King the Parish Clerk will take on the role of Secretary

7. Time plan

It was agreed that the steering group would aim to get the plan completed in a period of 18 months, but realised that this was ambitious and it may take longer. A discussion followed regarding what was required to get started and the following questions resulted –

1. Could the RCCE or Rachel Hogger provide training to the Steering group.

ACTION:- Greg King to contact Rachel Hogger to determine what training was thought necessary and who could provide it at what cost

2. Access to documents would be required for all members – what was the best way of doing this? Dropbox was felt to be a simple solution.

ACTION:- Robert James to email all members with Dropbox information

- 3.

8. Date of next meeting

The next meeting will be held on Tuesday 7th June 7.30 at The Old Friends Meeting House High Street Stebbing

Meeting closed at 9.30pm

Stebbing Neighbourhood Development Plan Steering Group

Name

The name of the organisation shall be the **Stebbing Neighbourhood Development Plan Steering Group**.

Purpose

The purpose of the Steering Group shall be to support the Stebbing Parish Council ("Parish Council") to carry out the following tasks and functions:

- Investigate and identify support for the creation and development of a Neighbourhood Development Plan for the village of Stebbing, and environs.
- Identify sources of funding.
- Take responsibility for planning, budgeting and monitoring expenditure on the Neighbourhood Development Plan and report back to the Parish 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 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.

Membership

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

Defining Roles

- At the first meeting, the Steering Group will elect a Chairperson and Finance co-ordinator
- The Secretary of the Steering Group will be the Clerk to the Stebbing Parish Council.
- The Steering Group 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 Group. (For details see Roles & Relationships.)

Roles & Relationships

- Parish Council insurance will cover the previously agreed activities and members of the Steering Group and volunteers, but Steering Group 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 Group 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 meetings agenda.
- Working Groups will carry out duties specified by the full 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 full Steering Group.
- All Steering Group members shall abide by the principles and practice of the Parish Council Code of Conduct, including declarations of interest.

Meetings

- The Steering Group shall normally meet monthly (but *every* two months as a minimum), or as may be required. Meeting will last no longer than 2 hours and public questions will be limited to 3 minutes per question with a maximum of 20 minutes in total. Public questions will take place as the last item of business.
- 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 Group 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 4 members present, one of which must be a Parish Councillor.

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 Parish Council, who will ring-fence the funds and which shall be applied for Neighbourhood Development Plan purposes only.
- Notification of all planned expenditure above £250 will be given to the Parish Council before actual costs are incurred.

- The Finance 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 Parish Clerk.
- The Finance Co-ordinator in partnership with the Parish Clerk, will draw up and agree with the Steering Group procedures for volunteers who wish to claim expenses.
- The Finance Co-ordinator will report back to the Steering Group and the Parish Council on planned and actual expenditure for the project.
- Invoices will be made out in the name of the Parish Council who will pay them at their next scheduled Parish Council meeting.
- Members of the community who are involved as volunteers with any of the Working Groups may claim back any previously agreed expenditure that was necessarily incurred during the process of producing the Neighbourhood Development Plan. This includes, but is not limited to, postage, stationery, printing, copying, telephone calls and travel costs.

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.