

**WELFORD-ON-AVON**  
**NEIGHBOURHOOD PLAN STEERING COMMITTEE**  
**CONSTITUTION**

**Introduction**

The Localism Act 2011 aims to reform the planning system by giving local people new rights to shape the development of the communities in which they live.

The Act creates a new type of community-led initiative known as a Neighbourhood Plan. These plans set out policies on the development and use of land in a Parish or 'neighbourhood area'.

Once such a plan is made, and adopted, it will become part of the Local Development Framework for Stratford-on-Avon District. This means that it will become a main consideration within the planning system.

In order to produce a Neighbourhood Plan a "Steering Committee" comprising members of the community has to be formed to guide and direct the work that has to be carried out. This document is the constitution, or rules by which that Committee will operate and has been approved by Welford-on-Avon Parish Council at its meeting on 6<sup>th</sup> November 2012.

**Name**

The name of the Committee shall be The Welford-on-Avon Neighbourhood Plan Steering Committee, hereafter referred to as "the Committee".

**Purpose**

The purpose of the Committee shall be to act in partnership with Welford-on-Avon Parish Council to produce a Neighbourhood Plan and in due course to submit this to Stratford-on-Avon District Council for independent examination.

To this end, the Committee will be responsible for:-

1. Identifying ways of involving the community and gathering the views and opinions of as many groups, organisations and individuals as possible.
2. Determining the type of survey and information gathering to be used and conducting any surveys.
3. The analysis of any survey responses.
4. Providing information to and inviting feedback from the community during the progress of the Neighbourhood Plan.
5. Identifying sources of funding and ensuring that adequate funding is available for production of the Neighbourhood Plan.
6. Liaising with relevant authorities and organisations.
7. Instructing professionals on a consultancy basis as appropriate.
8. Drafting and producing the Neighbourhood Plan.
9. Reporting to the Parish Council within agreed timescales on progress, outcomes and issues arising.
10. Submitting the Neighbourhood Plan to Welford-on-Avon Parish Council for adoption.
11. Submitting the Neighbourhood Plan to Stratford-on-Avon District Council for independent examination once it has been adopted by the Parish Council.

**Membership**

Permanent members of the Committee must be on the electoral roll in the parish of Welford-on-Avon.

The Parish Council will write to all residents inviting them to stand for membership of the Committee. All interested parties will be asked to complete an application form and the Parish Council will appoint up to ten permanent members of the Committee. The Parish

Council will nominate one of its councillors to be an additional permanent member of the Committee. This councillor can nominate an alternate to attend in their absence. A person shall cease to be a permanent member of the Committee having notified the Chair in writing of his or her wish to resign. A permanent member may be voted off the Committee if he or she fails to attend on three or more consecutive occasions without good reason or has not declared a disclosable pecuniary interest which may affect the integrity of the Neighbourhood Plan. The Parish Council will be responsible for overseeing the process by which a replacement permanent member is nominated or elected. The Committee will appoint a Chair person, a Secretary and a Treasurer. The Committee may co-opt additional members at its discretion so long as the number of co-opted members is less than the number of permanent members.

### **Meetings**

The Committee will meet as required but no less frequently than once every 8 weeks. At least five clear days notice of meetings shall be given to members by written notice either by post or electronically. The Notice of Meeting will include an agenda for the meeting. A quorum of four permanent members shall be present to make any decision. Where matters cannot be determined by consensus, such matters shall be determined by a majority of votes of the permanent Committee members present. In the case of voting being equally divided the Chair of the meeting shall have a casting vote. The Secretary shall keep a written record of meetings and will circulate minutes to members of the Committee and to the Clerk to the Parish Council within 14 days of each meeting. The Clerk will arrange for the minutes to be posted on the Parish Council website. A progress report will be formally presented to the Parish Council on a quarterly basis.

### **Working groups**

The Committee may appoint such working groups as it considers necessary to carry out any the functions of the Committee. Each working group shall have a nominated Chair but this person does not have to be a permanent member of the Committee. Working groups do not have the power to authorise expenditure on behalf of the Committee. Working groups will be bound by the terms of reference set out for them by the Committee.

### **Finance**

The Treasurer shall keep a record of expenditure supported by receipted invoices where appropriate. Members of the community who are involved as volunteers with any of the working groups of the Committee may claim back any reasonable expenditure that has been wholly and necessarily incurred during the process of producing the Neighbourhood Plan and which has been authorised in advance by the Committee. The Treasurer will draw up and agree with the Committee the procedures for volunteers who wish to claim such expenses.

The Treasurer will report to the Committee and the Parish Council on planned and actual expenditure on a quarterly basis.

### **Disclosable pecuniary interests**

All Committee and working group members will be required to declare any disclosable pecuniary interests as defined in the Schedule to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 relevant to their involvement in the production of the Neighbourhood Plan.

Such declarations shall be made in writing to the Chair of the Committee and to the Clerk to the Parish Council. A Committee member shall not be permitted to vote on any decision in which they have a disclosable pecuniary interest. The final decision as to whether or not it is appropriate for them to be a member of the Committee or working group or to participate in any particular exercise rests with the Parish Council if the matter cannot be agreed by the Committee.

### **Changes to the constitution**

This constitution may be altered with the consent of two thirds of the permanent members of the Committee and the subsequent approval of the Parish Council.

**Dissolution of the Committee**

Upon dissolution of the Committee any funds remaining shall be paid to the Parish Council.