

Great & Little Kimble cum Marsh Neighbourhood Development Plan Working Group Terms of Reference

Name

The name of the group shall be Great & Little Kimble cum Marsh Neighbourhood Development Plan Working Group and can be referred to as the Kimble NPWG.

Purpose

The purpose of the Kimble NPWG shall be to support the Great & Little Kimble cum Marsh Parish Council to carry out the following tasks:

- Investigate and identify support for the Neighbourhood Development Plan.
- Identify sources of funding
- Take responsibility for the planning and monitoring of budget expenditure on the Plan.
- Liaise with relevant authorities and organisations to make the 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, the production and distribution of the final report.
- Identify priorities and timescale for local action in the Plan, including the lead organisations and potential sources of project funding.
- Formalise the activities undertaken and the issues arising and outcomes from the exercise.

In carrying out its duties the Working Group will regularly and formally report back to the Parish Council. However the Working Group is not a committee of the Parish Council.

Membership

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

Title	Function	Person
Chairman	Chairs meetings	James Good
Secretary	Convenes and minutes meetings/chairs meetings when chairman	Tim Shira
Project Manager	Creates, monitors and maintains the project plan	Zeena Shirra
Finance Coordinator	Manages and keeps records of spending and liaises with the clerk to the Parish Council on all receipts and payments	Delia Burton
Communications/ Community Engagement Co-ordinators	Responsible for: a) Organising public events, maintenance of web-site, circulate newsletters, and other communications with the community b) Gather information from and liaise with interest groups including consultees	Sue Howgate Leo Todd

- The Parish Council may amend the roles and responsibilities from time to time as it shall consider appropriate. The Working Group may appoint or remove members of the Working Group from time to time.
- The Working Group shall have a maximum membership of 16 and a list of its members is to be notified to the Parish Council

Roles & Responsibilities

- Parish Council insurance will cover the previously agreed activities of the Working Group and volunteers, but Working Group officers, in liaison with the parish clerk, need to ensure that the terms of the insurance are not breached
- The Working Group, via the Chairman or Secretary will provide a regular report to the Parish Council for endorsement.

- The Working Group will prepare a pre-submission version and a submission version of the Neighbourhood Development Plan to the Parish Council for approval.
- The Parish Council will provide the opportunity for the endorsement of regular reports via its meeting agenda.
- Task Groups may be created to carry out duties specified by the full Working Group, which may include:
 - Data Gathering
 - Consultations
 - Making Recommendations
- The make-up and purpose of the Task Groups will be regularly reviewed by the full Working Group.

Meetings

- The Working Group shall normally meet monthly, it may meet more often if required but it is convene as minimum every two months.
- Unless agreed otherwise by a majority of the members, at least two clear days' notice of meetings shall be sent to the members via the communication method agreed with, and appropriate to, each individual member.
- Whenever possible, notices of meetings should detail matters to be discussed.
- The quorum for meetings shall be five for voting and must include one Parish Councillor. The Chair has the casting vote if votes are tied.
- The Secretary shall keep a record of meetings and circulate notes to Working group members and the Parish Council in a timely manner. The latter will publicise the notes via their usual methods.
- Meetings will not generally be held in public unless the Working Group decide otherwise, but members of the public may be invited to attend. Working Group reports to the Parish Council will be public documents.

Specialist Advisors

The Working Group may co-opt Specialist Advisors such as it considers necessary to carry out the functions specified by the Working Group. These could include:

- Transport/highways
- Education
- Housing/commercial properties
- Economy/business/retail/tourism
- Green belt
- AONB
- Green spaces/environmental considerations

- Architecture/Heritage
- Utilities/infrastructure

Finance

- All grants and funding will be applied for and held by the Parish Council, who will ring-fence the funds for Neighbourhood Development Plan purposes only.
- Notification of all planned expenditure will be given to the Parish Council before actual costs are incurred unless the Parish Council has delegated spending authority to the Working Group in which case the Working Group will report its expenditure to the Parish Council in its regular report.
- 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 Working Group procedures for volunteers who wish to claim expenses.
- The Finance Co-ordinator will report back to the Working Group 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 expert groups may claim back any previously agreed expenditure that was necessarily incurred during the process of producing the Neighbourhood Development Plan. This could include postage and stationery, telephone calls, travel cost.

Dissolving the Working Group

- At the conclusion of the Neighbourhood Development Plan project the Working Group will be dissolved.
- If the Working Group wishes to dissolve prior to the end of the project it must notify the Parish Council.