

Walford Parish Council

Terms of reference

Neighbourhood Development Steering Group

Objectives

1. To progress together with the support of a consultant, the neighbourhood development plan for sign off by Parish Council and then submission to Herefordshire Council Reg. 14 and progress to Regs 16 to 19
2. Engage with the public to successfully achieve the referendum result

Delegated powers

1. The Steering Group shall be enabled to liaise with outside agencies and recommend NDP changes to the Parish Council

Structure

1. The quorum of the Steering group shall be three members.
2. The Steering group shall comprise parish councillors nominated by the Parish Council and a cross section of parishioners.

Roles and functions

The Steering group shall have the following specific duties: -

1. The Steering group is responsible to the Parish Council who will set objectives, scope and outcome
2. To monitor spend against the grant and budget and make recommendations to the RFO.
3. To engage with the public and stakeholders
4. To provide support to enable satisfactory implementation of Parish Council decisions
5. To assist the RFO to apply for grant funding
6. Working groups can be created for specific tasks
7. Provide regular progress reports to the Parish Council

General

1. Steering group members will abide by the Code of Conduct adopted by the Parish Council
2. All members of the Steering group both councillors and non-councillors shall have voting rights
3. All meetings are open to the public and the press except for matters concerning data protection
4. The Parish Council's insurance covers agreed activities of the Steering group members
5. The qualified body for neighbourhood planning matters is Walford Parish Council

Document control

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