



THE STANDON PARISH NEIGHBOURHOOD DEVELOPMENT PLAN

STEERING GROUP CONSTITUTION

Standon Parish Council (“SPC”) is a Qualifying Body for the purposes of s38A(12) of the Localism Act 2011. Under its umbrella, Standon Parish Council has established the Standon Parish Neighbourhood Plan (“the Steering Group”) that will be responsible for leading the process and developing a Neighbourhood Plan. Subject to ratification by SPC, the Steering Group agrees to be bound by the terms of this constitution.

1. NAME

The Steering Group shall be known as the Standon Parish Neighbourhood Development Plan Steering Group.

2. AREA OF BENEFIT

The area in which the Steering Group will pursue its objects will be the whole parish of Standon or such other area as may be approved by the District Council (“the Neighbourhood Area”).

3. THE OBJECTIVE

3.1 The objective of the Steering Group is to produce a Neighbourhood Plan for the Neighbourhood Area (“the Objective”). The Neighbourhood Plan will be produced with due consideration for the needs of all residents and businesses in the area, now and in the future and will seek to improve the social, economic and environmental well-being of the area and those residing within it.

3.2 The Steering Group shall aim to achieve the following goals (“the Goals”) in partnership with SPC:

- a) Manage and co-ordinate the production of a Neighbourhood Plan that is representative of local views;
- b) Co-ordinate effective engagement with all members of the community on a number of aspects relating to the Neighbourhood Plan;
- c) Communicate findings, ideas and approaches for the Neighbourhood Plan to the SPC and the wider community;

- d) Identify support, resources and funding needed for stages of the process;
- e) Manage the decision making process in an open, transparent and accessible way;
- f) Identify areas, or specific sites, to accommodate the necessary development, in accordance with the East Herts District Plan;
- g) Protecting the rural village environment and conservation;

4. POWERS

4.1 For the purpose of furthering the Objective the Steering Group:

- a) shall be allocated a budget by SPC (“Budgeted Funds”);
- b) may request that SPC apply for such funding or grants as may be made available and which (if awarded) will be added to the Budgeted Funds (“Grant Funds”)
- c) may submit to SPC a request for additional funds as SPC may in their discretion grant (“Additional Funds”)
- d) may submit a request to SPC to be provided with such resources or assistance as are available to SPC;
- e) may engage with all individuals and organisations eligible for membership in the manner agreed by the Steering Group, including (but not limited to) the organisation of public meetings and events;
- f) may work with groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations;
- g) may co-opt members to the Steering Committee (subject to the terms of this constitution);
- h) may recruit such further volunteers as are necessary to conduct activities required to further the Objective;
- i) may publicise and promote the Objective and the work of the Steering Group via such platforms agreed by the Steering Group;
- j) shall be entitled to request that SPC use Budgeted Funds, Grant Funds and/or Additional Funds to engage such external consultants as the Steering Group identifies as being necessary.

5. MEMBERSHIP

5.1 Membership of the Steering Group is open to:

- SPC councillors;

- Residents of the Neighbourhood Area;
- Owners of businesses operating and individuals working in the Neighbourhood Area;
- Landowners in the Neighbourhood Area

5.2 The Steering Group shall include not less than 10 and up to 21 members.

5.3 A person shall cease to be a member of the Steering Group having notified the Chairman or Secretary in writing of their wish to resign.

5.4 Membership shall be drawn from different parts of the Neighbourhood Area and different sections of the community in the Neighbourhood Area, and equality and diversity shall be promoted and encouraged.

5.5 The Steering Group may appoint Topic Groups to operate on its behalf. Involvement in the Topic Groups shall be open to members; to interested individuals who are not members but who would otherwise be eligible for membership of the Steering Group; or to people who hold a specific interest in the Neighbourhood Area.

5.6 Members may be excluded from the Steering Group or Topic Group where there is a conflict of interest (under 6.8); for conduct and behaviour that is disruptive and/or which does not promote the Objective or the Goals; or if they fail to attend three consecutive Steering Group meetings.

6. WORKING ARRANGEMENTS

6.1 Governance

The following management roles will be appointed:

- Chairman
- Vice-Chairman
- Secretary
- Treasurer
- Spokesperson
- Volunteer Co-ordinator

6.2 Members shall be elected to management roles by a majority of votes of the Steering Group at a quorate meeting.

Steering Group Meetings

- 6.3 The Steering Group shall meet at least once every month or as may be required. At least fourteen clear days' notice of meetings shall be given to members by email and such notice shall detail the matters to be discussed.
- 6.4 The agenda for Steering Group meetings shall be set by the Steering Group at the conclusion of each meeting. The Chairman may also add an item to the agenda.
- 6.5 Every matter shall be determined by a majority of votes of the Steering Group present. In the case of equality of votes the Chairman of the meeting shall have a casting vote. The Steering Group shall decide the quorum necessary to transact business but shall be a minimum of six members.
- 6.6 The Secretary shall keep a record of meetings and circulate minutes to Steering Group members after each meeting.

Affiliations, Interests and Contributions

- 6.7 The Steering Group shall not be affiliated to any political party, but will welcome the involvement of ward councillors as community representatives.
- 6.8 Under the terms of the Localism Act 2011, all members of the Steering Group must declare any pecuniary or other personal interest that may be perceived as being relevant to a decision of the group. This may include membership of an organisation, ownership of land or a business, or any other matter that may be considered to be relevant. Such declarations shall be recorded and be publicly available.

Non committee persons attending meetings

- 6.9 Any person satisfying the eligibility criteria set out in paragraph 5.1 above (but is not a member of the Steering Group) wishing to observe meetings may do so provided that the business of the meeting is not disrupted. Each committee meeting shall include a total three minutes opportunity for an observer to speak. The maximum speaking time shall be twelve minutes.
- 6.10 Technical experts and promoters of development schemes, including developers, agents, local authority officers, and representatives of other organisations, may attend Steering Group meetings at the behest of the Chairman. Attendance will be for the purposes of exchanging information, giving evidence, or discussion of options for action. Such experts and promoters cannot engage in the formal decisions of the Steering Group.

Annual General Meeting ("the AGM")

6.10 The AGM, and any other public meetings held, give legitimacy to the Steering Group.

6.11 If there is more than one public meeting in any one calendar year, one will be designated as the AGM.

6.12 The AGM will be called with at least fourteen (14) working days' notice once per year by informing all residential properties within the agreed Neighbourhood Area, through a best endeavours approach of publishing in local newspapers, posting on, the SPC website and utilising email distribution lists or such other media platforms as are agreed or developed by the Steering Group.

6.13 The AGM has the power to both elect, and remove by a vote of no confidence, any member of the Steering Committee

7 ALTERATION TO THE CONSTITUTION

This constitution may be altered and additional clauses may be added with the consent of two thirds of the Steering Group present.

8 DURATION

The duration of the Steering Group is 5 years from 09 December 2014.