Version 2 September 2014

**Wilmcote Parish Council**

**Management of the Wilmcote Neighbourhood Plan Steering Group**

1. **Communication**

The Neighbourhood Plan Group are a Steering Committee of WPC, a copy of their constitution is attached as Appendix 2. The members of the Wilmcote Neighbourhood Plan Group (known hereafter as WNPSG) are residents of the parish. The WNPSG meets monthly and minutes of the meetings will be passed to the WPC Clerk for circulation to all councillors.

The chairman of the WNPG will attend every WPC meeting to report on progress.

In accordance with the operational structure of WPC, nominated councillors will be leading on this topic and provide the direct link between the WPC and the WNPSG. The nominated councillors are Jennie Clarke, Ted Mander and Colin Ray and will attend each WNPSG meeting. Any issues arising from the minutes will be progressed by the nominated councillors, all councillors should report their concerns to the nominated councillors.

Certain issues will need to be referred to the WPC for ratification, typical areas are discussed in the next section below.

1. **Topics Requiring Sanction of WPC**

Each major step of the NP process will be referred to the WPC for agreement, or signing off. This will include, but not be limited to, the following:

1. Engagement of consultants
2. Acceptance of consultants reports
3. Questionnaire to parish residents/businesses
4. Drafts of the Neighbourhood Plan
5. Neighbourhood Plan for submission to SDC for the independent assessor
6. Neighbourhood Plan for submission to SDC to conduct the referendum
7. Final submission of Neighbourhood Plan to SDC for agreement
8. Strategic Environment Assessment (SEA) should one be required.
9. Site Assessments Report should one be required.
10. Appointment of Planning Inspector.

All documents to be signed off must be final, not in draft form, and be complete with back up data.

1. **Submission of the Neighbourhood Plan**

The decision regarding designation of Wilmcote as a neighbourhood area under section 61G (1) of the town and country planning act 1990 as amended is shown as appendix 1 below. Responsibility for the preparation and subsequent submission of the Neighbourhood Plan is therefore required to be made by WPC.

1. **Delegations of Authority**
2. The bank account is to be held by WPC with signatories being any two councillors.
3. The WNPG can commit expenditure up to maximum of £500, above this the agreement of nominated lead councillors for the WNPG is required.
4. The nominated lead councillors can incur expenditure up to a maximum of £1000, above this the agreement of the full WPC is required.

Appendix 1

Designation by SDC

**Paul Lankester**

**Chief Executive**

Mrs Liz Butterworth

Clerk to Wilmcote Parish Council

Alne View

Pathlow, Stratford-on-Avon

Warwickshire

CV37 0ES

24 February 2014

Dear Mrs Butterworth,

***RE:* DECISION REGARDING DESIGNATION OF WILMCOTE NEIGHBOURHOOD AREA UNDER SECTION 61G (1) OF THE TOWN AND COUNTRY PLANNING ACT 1990 AS AMENDED**

I am pleased to confirm that Stratford-on-Avon District Council Cabinet agreed, at a meeting on 10 February 2014, to designate the area shown on Map 1 below as the ‘Wilmcote Neighbourhood Area’ for the purposes of preparing a Neighbourhood Development Plan by Wilmcote Parish Council under section 61G(1) of the Town and Country Planning Act 1990 as amended. It was decided not to designate the area as a business area under section 61H (1) of the Act as it is not primarily or wholly business in nature. The relevant designation information is set out below:

  a)     Name of neighbourhood area:

b)     Map of neighbourhood area: see below

c)     Relevant body: Wilmcote Parish Council

If you have any queries or require any further information, please contact Fiona Blundell, Policy Planner at [fiona.blundell@stratford-dc.gov.uk](mailto:fiona.blundell@stratford-dc.gov.uk) or on 01789 260333.

Yours sincerely



Dave Nash

Policy Manager (Planning and Housing)

**Appendix 2**

**WILMCOTE**

**NEIGHBOURHOOD PLAN STEERING COMMITTEE**

**CONSTITUTION**

**Introduction**

The Localism Act 2011 introduces statutory Neighbourhood Planning in England. It enables communities, such as Wilmcote, to draw up a Neighbourhood Plan and give us more of a say in the development of our village. Our Plan will be used to decide the future of Wilmcote. It gives us the opportunity to choose where we want new homes and buildings to be built and what they should look like.

When we have drawn up our Plan it will be assessed by an independent examiner to make sure that it meets the relevant legal requirements. Then the local authority will arrange a referendum among all voters in our Parish. If more than 50% of those voting say ‘yes’, the council will bring the Plan into legal force, as part of the Local Development Framework for Stratford-on-Avon District, and the Plan will guide planning decisions in Wilmcote.

At the Village Meeting in the Village Hall on 21st October, the vote was unanimous that we should produce a Neighbourhood Plan. Members of the community were requested to form a Steering Committee to guide and direct the work that has to be carried out and this group met on 12th November.

This document is the constitution, or rules, by which the Steering Committee will operate and has been approved by Wilmcote Parish Council at its meeting on ........ The Steering Committee will be a sub-committee of Wilmcote Parish Council.

**Name**

The Committee’s name is The Wilmcote Neighbourhood Plan Steering Committee, hereafter referred to as “the Committee”.

**Purpose**

The purpose of the Committee is to act in partnership with Wilmcote 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 Wilmcote 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**

There will be up to 15 Permanent members of the Committee and all must be on the electoral roll in the parish of Wilmcote. Up to 3 of these permanent committee members will be Parish Councillors.

A person shall cease to be a permanent member of the Committee by notifying 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 three or more consecutive committee meetings without good reason or if he or she fails to declare 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.

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. Wherever possible, at least 5 days notice of meetings will be given to members, either electronically or by post, and this will include an agenda and venue for the meeting.

A quorum of 6 permanent members shall be present to make any decision.

Where matters cannot be determined by consensus, such matters will 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 has a casting vote.

The Secretary will keep a written record of meetings and will circulate minutes to members of the Committee and to the Clerk to the Parish Council as soon as possible after each meeting. Minutes will 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 will 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.