

**ROYAL LEAMINGTON SPA
NEIGHBOURHOOD PLAN STEERING GROUP**

TERMS OF REFERENCE

1. PURPOSE

Under the Localism Act 2011, (Section 38A) Royal Leamington Spa Town Council is defined as a Qualifying body for the purpose of initiating and leading the production of a Neighbourhood Plan. For this purpose the Town Council has established a Steering Group to oversee the process of preparing a Neighbourhood Plan for the Parish of Royal Leamington Spa.

2. TASKS

The Steering Group will be responsible for leading the Neighbourhood Plan process and developing to conclusion, in collaboration with other partners, a Plan to inform the development of the Town of Royal Leamington Spa. Its primary tasks will be:-

- (1) Develop and oversee a process for the production of a Neighbourhood Development Plan
- (2) Generate support for the Plan through identifying ways of involving the community including obtaining the contribution of residents, community organisations, the voluntary sector, and representative forums.
- (3) Arrange meetings and organise task groups as appropriate
- (4) In conjunction with the Town Council, investigate and secure external sources of funding
- (5) Ensure timely and effective dialogue with the Principal Local Authorities to ensure that the Plan is legally sound and effective
- (6) To submit regular reports to the Town Council Neighbourhood Plan Committee on all matters relating to the progress of the Plan and expenditure within the allocated budget
- (7) Determine appropriate information gathering techniques
- (8) Develop and implement a Project Plan including timetable
- (9) Ensure liaison with Warwick District Council in relation to submission of the Plan for independent examination and preparation for the referendum

3. MEMBERSHIP

- (1) The Steering Group shall initially comprise up to 13 Members.
- (2) Up to 4 Members shall be members of the Town Council
- (3) Other members may be appointed on invitation of the Town Council. Membership shall not be conditional on residing within the Parish of Royal Leamington Spa.
- (4) Additional Members may be co-opted to the Steering Group to enhance the available expertise or representation.
- (5) Membership shall cease on written notification to the Secretary.

- (6) The Group may invite individuals to attend its meetings in roles such as advisers, witnesses and observers. Persons attending in these capacities will not be counted as Group Members and will not have voting rights.

4. CHAIRMAN

- (1) The Group shall elect a Chairman and Vice-Chairman from their number.
- (2) If the Chairman is not present, the Vice-Chairman shall take the meeting. If neither is present, the members shall elect a Chairman for the meeting from among their number.
- (3) In the event of an equality of votes on any matter, the Chairman shall have a casting vote.

5. OFFICERS

- (1) The non- voting advisory Officers shall be the Town Clerk, or any officer of the Town Council representing him/her. The Town Clerk will ensure that all arrangements for the proper convening of a meeting, the preparation of meeting papers, and the recording of proceedings are conducted in a timely manner.
- (2) The Steering Group may appoint other Officers as necessary.

6. MEETINGS

- (1) The Steering Group shall hold meetings as required, (every month as a minimum) and at such other times as it considers convenient.
- (2) The quorum at any meeting shall be 5 Members
- (3) At least 5 days' notice of meetings shall normally be given to Members, either in writing or email, to the address notified to the Town Clerk.
- (4) All records of meetings, including Agenda, Reports and Minutes shall be maintained by the Town Clerk and are available to any member on request.
- (5) At the discretion of the Steering Group, meetings shall be open to the public. Notice of such meetings will be published at the same time as being notified to Members.
- (6) The Steering Group shall observe rules for the disclosure of interest and conduct that apply to meetings of Royal Leamington Spa Town Council. Conflicts shall be recorded in the minutes and the Chair shall exclude members from participating in parts of the meeting where a conflict has been declared. All members are expected to show courtesy and respect to each other.

7. TASK GROUPS

- (1) The Steering Group may appoint such working or "task" groups as it considers necessary to carry out its functions. Each group should be formed to consider a specific aspect of the Neighbourhood Development Plan.

- (2) Each Group should appoint a Chair. This person must be a member of the steering group. Groups may consist of volunteers from the wider community with an interest in the subject matter of the Group.
- (3) Task Groups shall not have authority to authorise expenditure on behalf of the Group.

8. FINANCIAL ARRANGEMENTS

- (1) The Steering Group may appoint a Treasurer to keep a record of all expenditure incurred by it.
- (2) The Town Council shall be responsible for all expenditure incurred by the Group with specified financial limits. The Council's Financial Regulations shall apply namely:-

Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Council for all items over £5,000;
- a duly delegated Committee of the Council for items up to £5,000; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the Policy and Resources Committee, for any items up to £2500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

9. CHANGES TO TERMS OF REFERENCE

These Terms of Reference may be altered by the Town Council, in consultation with the Steering Group.

10. DISSOLUTION

- (1) The Town Council shall maintain a separate budget and account for the Neighbourhood Plan. Upon dissolution of the Steering Group, any funds received by the Town Council shall be disposed of by the Council, in accordance with the decisions of an Ordinary meeting of the Council called for that purpose.
- (2) Any unused funds allocated to the Steering Group from the Parish Precept shall revert to the Town Council for general use. The Town Council will return any unused grant funding to the grant provider, in accordance with the terms of the grant.