

DISCUSSION DOCUMENT 2

Further thought has produced other ideas as to how we can organise the Steering Group, enhance the role of the Working Parties and share the workload of the Chair.

PROPOSAL:

The administrative role of the Steering Group will be simplified and the role of the Working Parties will be considerably enhanced in driving the Neighbourhood Plan forward. There will be no change to the actual number of members of the Steering Group or their terms of reference.

General Administration: The team will consist of the Chair, Minute Secretary and Leaders of Working Parties. The latter will all be members of the Steering Group

CHAIR: The Chair is the lead figure and contact for the Neighbourhood Plan and shall have responsibility for the following:

1. Chairing the meetings of the Steering Group
2. Setting the Agenda for Meetings
3. Submitting reports to the Parish Council of updates etc.
4. Acting as the sole representative for the Neighbourhood Plan in respect of contacts, public relations, correspondence etc. with public bodies, Fera UK, WDC etc.
5. To act as the Coordinator of the fortnightly reports submitted by Leads of Working Parties. To summarise the reports and circulate them to all members of the Steering Group

MINUTE SECRETARY : The Minute Secretary shall have responsibility for:

1. Taking the minutes of the Steering Group at their meetings.
2. Circulating the Draft Minutes after consultation with the Chair to all members of the Steering Group.
3. Keeping an accurate record of all minutes.
4. Ensure approved minutes are entered on the Parish Councils website.

WORKING PARTIES:

1. The role of the working parties will be considerably enhanced and they will have responsibility for ensuring that the public are regularly consulted. They also will have a duty to project a forward vision for the Neighbourhood Plan particularly with a view as to how they see EH and H moving forward over the next 20-30 years. They will need to create a vision rather than dwell on the here and now.

2. It will be the responsibility of the Lead of a working party to contact as many residents as possible (this can be done through meetings, e mails, face book etc) and establish what their ideas, thoughts, criticisms etc. are.
3. The lead will circulate a report on progress every fortnight to the Chair and other Leads. The chair and other leads will comment where action, feedback , overlap etc. occurs and these will be brought to the attention of all the Working parties. The Chair will summarise the reports for submission to the PC and inclusion on the website.
4. It is of particular importance that young people are consulted as they will be affected most by the decisions made now. Their aims and visions are of prime importance to the development of the NP.
5. It is important that the Working Parties are and can be seen to be ACTIVE.

OTHER ROLES:

Other responsibilities such as Accounts, Grant applications, updating the NP web page etc. can be assigned or undertaken as necessary after discussion within the SG.