

EAST HOATHLY WITH HALLAND NEIGHBOURHOOD PLAN

Re-organisation of the Steering Group.

DISCUSSION DOCUMENT 1.

This document sets out one idea for the reorganisation of the Steering Group. It is merely a proposal/suggestion of how we might move forward. Comments, criticisms etc. invited.

Present organisation: Chair, Steering Group, Working Parties.

The Chair of the NP Steering Group has overall responsibility for driving the NP forward, coordinating the efforts of members of the Steering Group and Working Parties, Liaising with the Local Authority, Parish Council and other public bodies, liaising with the consultant and overseeing the creation of the NP text and submitting it for public examination etc. In addition the Chair currently has the responsibility to carry out the following:

1. To Chair Meetings of the Steering Group
2. To attend all meetings of the SG
- 3 To prepare minutes of the meeting
4. To circulate the minutes to members of the Steering Group and Parish Councillors
5. To prepare agenda for meetings and circulate to SG and members of the PC
6. To prepare monthly updates of the actions of the Steering group for the Parish Council.
7. To act as a liaison between the Steering Group and public bodies e.g. Wealden District Council, MP's, CPRE, members of the public, etc.
8. To liaise with Officers at Wealden District Council and attend appropriate meetings.
9. To prepare and issue any correspondence
- 10 To liaise with the appropriate member (s) of the Steering Group re funding
11. To edit and carry responsibility for any text, photos, diagrams etc. in the text of the Neighbourhood Plan in all stages of its production.
12. To liaise with FERIA and its staff re presentations, workshops, etc.
13. To direct publicity through newsletters, parish magazines etc.
14. To carry out the logistics for events either on behalf of FERIA or the Parish Council.
15. To manage with the Parish Clerk the dedicated page of the Parish Council website.
16. To arrange meeting dates and venues and inform Steering Group of same
17. To arrange for payment of invoices arising from NP expenditure with the RFO

- 18.To represent the SG at meetings of the F&GP of the Parish Council
- 19.To keep an accurate record of minutes, agenda ,and correspondence
- 20.To report to the SG and the PC any action that is required in respect of the NP and carry out the decisions thereof.
- 20 To receive regular reports from Working parties and take appropriate action.

PROPOSAL?

In order to share out the workload more equably the above listed duties could be shared as follows:.

Chair: As stated above in general description.

Specific: 1,2,7,8,9, 11, 20,21. (alternatively 1,2,5,6,7,12,16,20,21) (8, 9 and 12 with others)

Vice Chair:2, 7,8,9,13,15,21 (Alternatively shares all the duties of the Chair)

Minute Secretary: 2,3,4,5,?6,16,19 (alternatively 2,3,4,6 (with Chair) and 19

Finance: 10,17,18

Publicity: 11, 13, 15. (to be vetted by Chair and Vice Chair)

Logistics for Public Events: 14.12. (? Done by Chair liaising with others)

This is only a discussion document and I am sure that other better ideas will be brought forward! Some of the responsibilities can be shared or there can be further roles.