BARKWAY - NEWSELLS PARISH PLAN STEERING GROUP

TERMS OF REFERENCE

1. Introduction

Barkway Parish Council announced that they would be embarking on the production of a Parish Plan. This is a community driven project prepared by the community itself with the aim of setting out a vision for the future of the community.

A Parish Plan looks at the environmental and social concerns, current travel and other issues within a Parish and works in consultation with the community and authorities towards an overall package of measures to improve the area for local people.

The process involves the identification of local concerns and their priority through research, such as the completion of questionnaires and the carrying out of surveys, and developing solutions through local residents' participation in working groups. As such, the Barkway and Newsells Parish Plan Steering Group has been constituted and will work on producing a plan for presentation to the Parish Council for implementation.

The Parish Plan will establish from the community, the current situation in Barkway and Newsells and will ultimately result in an action plan that outlines the ways in which the aims and objectives of the Plan can be achieved in conjunction with all agencies concerned.

A Parish Plan must not be a static document – it will require regular reviews and updates to ensure that it remains relevant to the community and that it takes into account any changes in circumstances and legislation.

2. Mission Statement

The Steering Group will seek the views of all those living in Barkway and Newsells to develop a medium and long term strategy for the future benefit of the villages. The aim is for everyone to participate and contribute to the plan. It is hoped that with total involvement, the Steering Group will be able to identify and prioritise issues that affect peoples' lives and to enable these issues to be dealt with either locally or by influencing our rural partners.

3. Aims

a) To establish a Parish Plan as a means of gaining Quality Parish Council Status, thereby benefiting from the advantages of this status
b) To seek to improve the lives of people living in the villages
c) To gain a better knowledge of the villages and to have a clearer understanding of issues affecting village life

4. Steering Group Membership

Membership of the Steering Group is voluntary and is open only to residents of the villages of Barkway and Newsells. The Steering Group may from time to time enlist the help of other villagers as and when it is deemed necessary. Any person enlisted by the Steering Group will not have any decision-making powers affecting the work of the Steering Group.

Membership of the Group is to be restricted to eight persons and will comprise:

a) Chairperson
b) Secretary
c) Treasurer
d) Plus up to 5 volunteers

For the current membership, see Appendix A

A quorum will consist of the Chairperson or nominated deputy plus three other members

Any member wishing to resign or leave should do so by writing to the Chair.

The Steering Group should have regard to the following areas:

a) All legal implications that may impact on the operation of the Group and any information or material that is either stored or published
b) Ensuring that the community is kept fully informed and involved at all times
c) Monitoring work and progress effectively
d) Dealing with unforeseen problems
e) Maintaining the proper storage of information received with effective back up

Any member who feels that their place on the Steering Group conflicts with any of their particular interests should consider withdrawing.

If at any time, the Group as a whole feels that the behaviour of a member is detrimental to the production of the plan, that member may be asked to leave.

Meetings of the Steering Group will be held at intervals of no more than 6 weeks.

5. Parish Council

Whilst the Steering Group comprises volunteers, its reporting line is to the Parish Council. The Steering Group should report regularly - not less than quarterly – to the Parish Council

6. Product and Delivery

The Steering Group will deliver a Parish Plan within an agreed timescale. This Plan should:

a) Be capable of implementation and continuation
b) Be able to improve life in general in the villages
c) Ensure that the views and concerns of the residents of the villages are heard and acted upon
d) Provide the Parish Council with a better understanding of the issues affecting the villages

The Plan will be delivered to the Parish Council who will, in conjunction with the Steering Group, take responsibility for implementation, monitoring and organising regular updates. The Parish Council may also call upon volunteers to assist with the process of reviewing and updating.

The Parish Council will also be responsible for managing the performance of the Plan and for communicating any relevant information to the residents.

7. Finance and Budget

The Treasurer of the Steering Group will be responsible for banking arrangements and for seeking any available funding that may be needed to assist with the production of the Plan.

Signed as adopted on behalf of the Barkway and Newsells Parish Plan Steering Group

_____Secretary

Dated_____

BARKWAY AND NEWSELLS PARISH PLAN

Appendix A

Steering Group Membership

Chair	Simon Taylor
Secretary	Cecilia van der Heijden
Treasurer	Kate Beale
Group members	Sonia Falaschi-Ray Richard Burt
Parish Councillor	Gordon Baker
Parish Councillors as advisors	Ken McCormick Robert Davidson