

Constitution for the Over Peover Neighbourhood Plan Steering Group

1.0 Name of the Group

The name of the group shall be the Over Peover Neighbourhood Plan Steering Group hereinafter referred to as the 'the Group'.

2.0 Area of benefit

The area in which 'the Group' will pursue its objectives is the Over Peover Neighbourhood Area as shown in the 'Notice of Designation of Over Peover Area' registered with Cheshire East Council in accordance with the relevant legislation pertaining to Neighbourhood Plans. The area is that contained within boundaries of the Parish of Over Peover (See attached Map).

3.0 Objectives

3.1 The purpose of 'the Group' is to prepare a Neighbourhood Plan (hereinafter referred to as 'the Plan') for the 'Area of benefit' under the auspices of Peover Superior Parish Council which is the body responsible for commissioning the Plan.

Note: Peover Superior is more commonly referred to as Over Peover and this term will be used hereinafter).

3.2 To promote or improve the social, economic and environmental well being of Over Peover in accordance with the wishes of residents as expressed through the medium of the 'the Plan' process.

3.3 To embody in 'the Plan' the views of residents with regard to the future development and adaptation of built form within the 'Area of benefit'

4.0 Membership of 'the Group'

4.1 The membership of 'the Group' shall consist of persons who are resident or work in the 'Area of benefit' or who have a significant connection to Parish. All appointments to the Steering Group shall be approved by the Parish Council.

4.2 'The Group' shall include a least one duly elected member of the Parish Council.

4.3 Membership is also open to individuals who are elected members of a County Council, District Council and of whose area falls within the 'Area of benefit'.

4.4 Recruitment to 'the Group' will take the form of a call for volunteers via the Parish Newsletter or by direct approaches to individuals by the Parish Council based on the individuals' knowledge or expertise.

4.5 'The Group' may co-opt additional members providing they comply with the membership criteria detailed in 4.1 above.

4.6 Any member of 'the Group' can resign from 'the Group' by giving written notice to the Chair.

5.0 Powers

5.1 The powers of 'the Group' shall be those duly delegated to it by the commissioning body for 'the Plan' namely, Over Peover Parish Council.

5.2 Examples of the nature of powers required by 'the Group' to enable it to fulfil its objectives are as follows:-

5.2.1 Publicise and promote the work of 'the Group' and organise meetings, training, events including public events.

5.2.2 Work with groups of a similar nature and exchange information, advice and knowledge including co-operation with other volunteer bodies, charities, statutory and non statutory organisations.

- 5.2.3 Engage volunteers as necessary to assist in meeting the objectives of 'the Group'.
- 5.2.4 Where necessary consult external bodies or individuals to advise on areas of particular knowledge or expertise.
- 5.2.5 Incur expenditure as authorised by Over Peover Parish Council provided such expenditure is for the sole purpose of producing 'the Plan'.
- 5.2.6 Take any form of action that is lawful which is necessary to achieve the objectives of 'the Group' including taking out any contracts it may see fit.

6.0 Management and Governance

- 6.1 'The Group' shall elect a Chairman and Secretary and nominate one member to liaise with the Treasurer of Over Peover Council on all financial matters.
- 6.2 'The Group' shall meet monthly or more frequently as required.
- 6.3 'The Group' will report every month on the progress of 'the Plan' to the Parish Council at their regular Parish Council meetings and may make interim reports to the Council as necessary or required.
- 6.4 The Parish Council will act as banker for 'the Group' and 'the Group' will provide up to date statements of income and expenditure each month to coincide with Parish Council meetings.
- 6.5 The quorum for meetings of 'the Group' shall be 3.
- 6.6 All decisions of 'the Group' shall require a simple majority.
- 6.7 The secretary shall minute the meetings of 'the Group' and circulate them to members prior to each meeting.
- 6.8 Members of the meeting will be required to make a declaration of interest where matters are discussed in which they have a personal stake. The Chair may request the interested party to abstain from the relevant discussion(s).

7.0 Alteration to the Constitution

- 7.1 The Constitution and any amendments thereto shall be subject to the approval of Over Peover Parish Council.

8.0 Duration

The duration of 'the Group' shall be for the period required to produce 'the Plan' up to and including the referendum which will determine whether or not the plan is approved for adoption by the residents of Over Peover.

9.0 Winding up of 'the Group'

- 9.1 On completion of 'the Group's' work which will coincide with the completed referendum, 'the Group' shall be wound up and any unspent grant monies or donations shall be dealt with under the terms and conditions of the grant agreement(s) or donations.
- 9.2 No individual member of 'the Group' shall in any way benefit from any dispersal of funds provided for the purpose of producing 'the Plan'

