

DODDINGTON

Neighbourhood Plan

Doddington Neighbourhood Plan Group Constitution

Name of the Group

Doddington Neighbourhood Plan Group (DNPG)

Establishment and purpose of the Group

The Group was established by Doddington Parish Council to prepare a Neighbourhood Plan.

The purpose of the Group is to prepare a Neighbourhood Plan with support from the Parish Council and local community.

In accordance with the government's Localism Plan, the Group will work towards giving more involvement in planning within the village back to the community, working alongside the District Local Plan and within the designated parish development boundary. It will also provide an opportunity for local people to influence the decision making.

The Group will include specific policies for the village infrastructure, identification of parts of the Parish for conservation, and development of housing; concentrate on providing more affordable housing (including first time buyer homes), utilising empty properties; improving and consolidating sport and games areas and improving, and where necessary, protecting the general environment.

To secure funding required through the Parish Council to deliver the Plan and keep proper financial records and accounts for the project.

To set a timescale for the delivery of the Plan and keep this under review.

To consult the local community on their wishes and aspirations for the area, to collect relevant data and to analyse the data collected from consultation.

Identify local priorities and devise projects based upon the data collected.

Produce, launch and distribute the final plan, following consultation, submission to Fenland District Council, formal examination and a local referendum.

Help implement and monitor the resulting projects.

The Group will seek advice and support from, amongst others, Cambridgeshire ACRE, the Local Planning Authority and the Local Authority.

General Policies and Principles

To shape a better more sustainable Doddington to enhance the lives of future generations of residents, businesses, workers and visitors.

Promote policies that maximise local benefit, community links, services for young people and support for the elderly and vulnerable members of the community, respecting all differences including gender, age, ethnicity, religion, sexual orientation, disability and income.

Relationship with the Parish Council

Report regularly to the Parish Council, each report to contain a statement of financial affairs, and via availability of minutes, to the wider parish, on progress.

To work in partnership with the Parish Council and encourage all interested residents, and representative groups of residents and businesses within the area to engage with the Group and work alongside them to deliver the plan.

Any decisions taken by the Neighbourhood Plan Group that impose a duty or policy upon the Parish Council should be referred to them for agreement.

Doddington Parish Council will approve reports at each step of the process and will approve the submission draft of the Neighbourhood Plan prior to publication for consultation and submission to Fenland District Council for independent examination.

Membership of the Steering Group

The Group will be responsible for ensuring that the membership reflects a broad representation of the people of Doddington.

All members of the Group must be individuals who have no vested interest to promote through the Neighbourhood Plan process. Each member should make a declaration of any personal or prejudicial interest at the start of the process, or if any becomes apparent during the process. Having made such a declaration, they should not vote on issues that give rise to it.

Appointment of Officers and allocation of roles

At the first meeting the group will elect a Chair, Vice Chair, Secretary and Auditor (Treasurer).

Frequency and conduct of meetings

The Group will meet at least once a month, at a meeting place to be decided upon. Other frequency is at the discretion of the Group.

Members will receive written notice of meetings with an Agenda.

All Group decisions will be made by a majority of members present and voting, with the Chair holding the casting vote in the event of a tie.

The quorum for each meeting of the Group will be 4.

The Secretary will minute the meetings of the Group and circulate them prior to the next meeting, except in exceptional circumstances, and then with the full consent of the Chair.

If a member of the Group acts in a way that is to the detriment or is prejudicial to the best interests of the Group, then the Group may remove that member from the membership of the DNPG.

The Group shall not be affiliated to any political party or other organisation.

All members of the Group shall act in the best interests of the Group and the residents of the Parish. They should also follow the good guidance guidelines of the constitution and any amendment made thereto <http://www.goodgovernancecode.org.uk>

Financial Management

The Treasurer of the Group will keep full and proper accounts and records for the Group.

The Treasurer will monitor all income and expenditure and report back to the Group in writing as and when appropriate, as well as to the Parish Council when required.

The Treasurer will put in place an expenses handling procedure that has been agreed and approved by the Group.

Protocol for dealing with approaches to the Group or its members by persons with a vested interest in development.

All such approaches should be reported to the Chair and, where appropriate, included on the Agenda for the next meeting. Where the Group agrees, they may provide the opportunity for the person/s concerned to address the Group.

Amendments to the Constitution

The Constitution can only be amended with the agreement of The Parish Council and the majority of the Group.

The Secretary will hold a copy of the Constitution.

Winding up of the Group

On completion of the Plan projects, the Group will be wound up and any unspent monies will be dealt with under the terms and conditions of any grant agreements.

Any unspent non grant monies will either be used for the implementation of the Plan projects or as the Group decide at the final meeting of the Group.

No individual member of the Group will benefit in any way from the dispersal of the project funds.

Signed and Dated by the Chair of the Doddington Neighbourhood Plan Group

Signed **Date**

Members of the Neighbourhood Plan Steering Group

Chair:

Vice Chair:

Secretary:

Treasurer:

Members

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