

Parish Plan Working Group Draft Terms of Reference

Working Group Terms of Reference

1.0 Purpose of Working Groups

The overall purpose of this Working Group ('WG') is to assist the _____ Parish Plan Steering Group ('PPSG') to produce a Parish Plan for the community which includes an Action Plan. This WG will focus only on the issues directed by the PPSG and set out in section 2.0 below.

2.0 Purpose of this Working Group

The WG shall focus on _____ *[here specify the general topic area such as 'communication', 'affordable housing', 'transport', 'community safety', 'the environment', 'planning']* and its purpose shall be to _____ *[here specify the precise purpose of the group such as, 'to investigate the availability of public transport within the Parish, including operators, destinations, time, frequency and cost, stopping places and how well these match the community's needs and requirements.'*

3.0 Methodology/ies

This WG will carry out consultations with the local community and collect information by means of _____ *[here specify the types of methods that the WG will use, such as face to face doorstep interviews, hand delivered and collected questionnaires, focus groups, telephone interviews with local transport companies, desktop research].*

4.0 Timescale

This WG will begin work on _____ *[here specify the precise date]* and aim to report its initial findings to the PPSG within _____ *[here specify a reasonable period for producing some initial findings, bearing in mind the size of the task set, eg 3 months]* months of the start date and its final findings within _____ *[here specify a reasonable period for producing the final findings, bearing in mind the size of the task set, eg 6 or 9 months]* months of the start date.

5.0 Costs

The WG shall have a maximum budget of £ _____ *[here specify a reasonable amount for the task]* to complete the tasks set by the PPSG and shall not exceed this amount. Any expenditure in excess of £ _____ *[here specify a reasonable amount eg £50.00]* must be approved in advance by the PPSG. All receipts, receipted invoices and claims for expenses must be passed on to the Treasurer of the PPSG on a monthly basis, with appropriate explanations.

6.0 Draft Plan and Action Plan

After consulting the community and collating the information gathered, the WG will draft the relevant section of the Parish Plan and devise the necessary actions for the final Action Plan setting out the issues identified, the actions proposed, who and how the actions will be progressed, the timescale and estimated cost, together with

supporting partners and potential funding streams where identified. The draft section of the Plan and the related actions will be submitted to the PPSG which shall exercise editorial control over the form and content of the final Plan and Action Plan.

7.0 Community Support

All issues identified and actions or projects proposed must have the support of the local community and be substantiated by evidence collected during the consultation.

8.0 Reporting to PPSG

The WG will appoint _____ *[here specify the number of representatives to report back to the PPSG, at least 1 but preferably 2]* representative/s to attend meetings of the PPSG to report back on progress.

9.0 Conduct and Frequency of Meetings

The WG shall hold meetings at least every _____ *[here specify the minimum frequency of meetings, such as every 3 or 4 weeks, or every month, as appropriate]* and shall be responsible for convening and conducting its own meetings and keeping an accurate record of all discussions and reporting on progress to the PPSG regularly or as required by the PPSG.