

## **Ashwick Parish Community Review Steering Group**

### **Terms of Reference**

#### **Background**

The Ashwick Parish Community Review Steering Group (“the Group”) has been formed by Ashwick Parish Council (“the Parish Council”) to undertake a Community Review and initiate the process for updating the Parish Design Statement for the civil parish of Ashwick.

#### **Responsibilities**

The Steering Group is an advisory body and as such will make recommendations to the Parish Council. The Group will undertake the following:

- Prepare and implement a programme for producing an Ashwick Parish Community Review.
- Ensure that all members of the community and all relevant bodies are fully involved in the process through community engagement as far as is practically possible and that all relevant information is published in a form, or forms, accessible to all members of the Parish.
- Initiate discussion on a Design Statement to be shaped and informed by the views of the local community and revised as necessary following public consultation.
- The Parish Council has approved the creation of the Steering Group. All income to the Group, whether it be from the Parish Council’s precept or grants, and the Group’s expenditure shall be through the Parish Council’s accounts. The management of such funds shall be subject to the internal control systems as laid out in the Parish Council’s Financial Regulations.

#### **Membership**

- The Steering Group will consist of members of the Parish Council, together with a number of volunteer and co-opted members from the community and support from the Parish Council.
- The Chair will be appointed from the Group, and co-ordinate with the Parish Council.
- Parish Councillors and members of the Steering Group shall observe the Code of Conduct adopted by the Parish Council when they are attending the Steering Group.
- Members of the Steering Group must be willing to work together for the benefit of their community. They must treat other members with respect and dignity and be prepared to consider views that are different to their own.
- The Steering Group intends to encourage engagement by other members of the community and so membership will be flexible.
- The Steering Group may invite other individuals to join sub-groups or teams to undertake various tasks or projects forming part of the design process. These sub-groups or teams will report to the Steering Group.

#### **Meetings**

- The Steering Group will arrange its own meeting schedule.
- The full Steering Group meetings will be informal in nature and will be open to members of the public if they wish to attend.
- The Steering Group may invite individuals or organisations to attend meetings to give advice on any relevant topic.
- Minutes of Group meetings will be published and made available.
- Sub-groups and teams will arrange their own meeting schedules, will keep notes of meetings and will report back to the Steering Group.

## **Declaration of Interest**

Steering Group Members must at the start of each Group meeting declare any interest, whether pecuniary or otherwise, in any items on the agenda, and are under a continuing obligation to make a later declaration should they realise that they do have an interest in the topic under discussion. Any such declaration will be recorded in the Minutes.

## **Reviewing the Terms of Reference**

The Parish Council will be responsible for agreeing the Terms of Reference and any relevant amendments to them. The Terms of Reference will be reviewed periodically to ensure that they remain fit for purpose.

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Originally approved by Ashwick Parish Council, 25<sup>th</sup> October 2023, Agenda Item 11b,  
Revised 28<sup>th</sup> February 2024

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