



ASCOT SUNNINGHILL & SUNNINGDALE

NEIGHBOURHOOD PLAN
DELIVERY GROUP

Constitution

Name and Area

1. The group shall be referred to as the “Ascot, Sunninghill and Sunningdale Neighbourhood Plan Delivery Group” or the “AS&S NP DG”
2. The area of activity shall be that covered by the Ascot, Sunninghill and Sunningdale Neighbourhood Plan, namely the two parishes of Sunninghill & Ascot and Sunningdale

Context

3. Following a “Yes” vote at the public referendum on 27 March 2014, the Ascot, Sunninghill and Sunningdale Neighbourhood Plan has been adopted as part of the Royal Borough of Windsor and Maidenhead’s Development Plan. The original purpose of the NP Steering Group therefore having been completed, this is the Constitution of a new Community Group that has been set up to help to drive the future delivery of the Neighbourhood Plan.

Purpose

4. The Ascot, Sunninghill and Sunningdale Neighbourhood Plan Delivery Group will seek to support the aims and intent of the Policies in the Ascot, Sunninghill and Sunningdale Neighbourhood Plan and to ensure, with and on behalf of the community, that the Policies and Projects in the Plan are championed and delivered. To this end, regular community engagement and consultation shall be a core aim.
5. The purpose of the AS&S NP DG shall be to:
 - a. Be a centre of knowledge and advice on the Policies contained in the Ascot, Sunninghill and Sunningdale Neighbourhood Plan and how these relate to the Borough Local Plan and the NPPF
 - b. Encourage, support and represent local residents and groups to help drive forward the Projects identified in the Neighbourhood Plan through community action in partnership with RBWM, the Parish Councils and/or other appropriate partners
 - c. Act as a helpful conduit for developers, landowners, planners and any other interested parties wishing to consult with the local community on planning related matters and the Projects
 - d. Where appropriate, to comment on, state support for or object to planning applications and planning appeals both in our area and applications which may impact on our area; and to represent the Neighbourhood Plan views and policies before any relevant planning authority and at planning appeal hearings and inquiries
 - e. Maintain and encourage continued dialogue and collaboration with RBWM

- f. Encourage regular and open dialogue with Sunninghill & Ascot and Sunningdale Parish Councils
- g. National guidelines permitting, to review and if considered desirable, update the Ascot, Sunninghill and Sunningdale Neighbourhood Plan every 5 years.

Ascot, Sunninghill and Sunningdale Delivery Group Operation

6. Members of the NP DG demonstrate active support and/or involvement in the achievement of the objectives of the Neighbourhood Plan
7. The activities of the NP DG are coordinated through a Committee of local residents representing the members
8. The AS&S NP DG Committee consists of the following:
 - a. A minimum of 5 and a maximum of 9 members who are local residents of either Sunninghill & Ascot or Sunningdale Parishes and who are representatives of project or subject groups formed to progress the purpose of the NP DG, as defined in paragraphs 4 and 5 of this Constitution
 - b. One committee member may be co-opted as a representative of SPAE (Society for the Protection of Ascot and Environs) so as to encourage close and regular communication between the AS&S NP DG and SPAE
9. Profiles of the NP DG Committee shall be made publicly available on its website

Suspension or Exclusion from the AS&S NP DG

10. Any Committee member may be either suspended or excluded from the AS&S NP DG for conduct or behaviour that is considered inappropriate, disruptive and/or does not promote the aims and objects of the Group. Suspension or exclusion of a member will be by majority vote of the AS&S NP DG Committee

Affiliations, Interests and Confidentiality

11. The AS&S NP DG shall not be affiliated to any political party or to the parish councils
12. All local residents who are Committee members of the AS&S NP DG must declare any personal interest(s) that may be perceived as being relevant to the aims or objects of the Group or to a decision of the Group. This may include membership of an organisation, ownership of land or business, or any other matter that may be considered to be relevant.
13. The nature of the AS&S NP DG's activities necessitates a high degree of confidentiality which will be respected by all members of the AS&S NP DG. This precludes the disclosure and use of any information acquired through their involvement with the Group unless such information is readily available in the public domain or the specific disclosure or use has been approved by a simple majority of the Group's Committee.

Funding and contributions

14. The Ascot, Sunninghill and Sunningdale Neighbourhood Plan Delivery Group may seek funding from individuals, businesses or organisations, public or private. Details of any donations or other funding received must be made publicly available and must not be seen to influence the views and decisions of the AS&S NP DG.

Meetings and decisions

15. The AS&S NP DG Committee may make decisions in person, by telephone and/or email and the quorum for any such “meeting” shall be four. A member of the Committee may not appoint a proxy to attend a “meeting” or vote in his or her place. Notice for any such “meetings” shall be circulated by email and shall state the matters intended to be discussed.
16. Voting will be by a simple majority. In the event of a tie, the meeting Chair shall have the casting vote.
17. Notwithstanding paragraph 15, the AS&S NP DG Committee will meet in person at least once every three months to review its activities. The Chair will be rotated for each meeting and a nominated individual shall take minutes, recording decisions made. These minutes shall be made public subject to any issues of confidentiality.

Dissolution

18. The AS&S NP DG shall continue in existence for an initial period of 2 years from May 2014 after which time its constitution shall be reviewed
19. The AS&S NP DG Committee may dissolve the Group at any time by a majority vote
20. In the event that the Committee has not met for a period of more than six months, it shall be considered to have dissolved the Group
21. On dissolution, any funds remaining in its jurisdiction shall be returned, in so far as possible equably, to wherever they were received from and, failing the ability to do so, shall be donated to a local charity with aims as closely affiliated to those of the AS&S NP DG as possible.

Constitutional Amendments

22. Should any amendments be required to this Constitution, this shall require a majority vote within the AS&S NP DG Committee.