**Danehill Parish Climate Emergency Action Plan**

**Name and Area**

1. The name of the group shall be the ‘Danehill Parish Climate Emergency Action Steering Group”, henceforth referred to as “the Steering Group” in this document.

2. The Plan will cover the parish area of Danehill.

**Purpose**

3. The Parish Council instructs the Steering Group to produce a plan as previously agreed at a Parish Council Meeting.

The purpose of the Steering Group shall be to produce a Plan for the Parish area as directed by the Parish Council.

4. The Plan will be produced with due consideration for the needs of all residents and businesses in the area, now and in the future.

5. The Plan will seek to improve the social, economic and environmental well-being of the area and those residing within it.

6. The Steering Group shall achieve the following goals in partnership with the Parish Council and Wealden District Council.

1. Manage and co-ordinate the production of a plan that is representative of local views.
2. Co-ordinate effective engagement with all members of the community on a number of aspects relating to the plan.
3. Effectively communicate findings, ideas and approaches for the plan to the Parish Council and the wider community.
4. Identify support, resources and funding needed for stages of the process.
5. Provide full breakdowns of planned expenditure, including for applications for grant funding
6. Submit in advance to the parish council for approval of requests for expenditure greater than £100
7. Manage the decision making process in an open, transparent and accessible way.
8. Produce appropriate timescales and delivery mechanisms for the plan or revisions as necessary.
9. Produce a Plan that is consistent with national and district policies
10. To adhere to the terms and conditions of the Grants or Direct Support, ensuring monitoring reports are submitted at the required intervals

**Relationship to Danehill Parish Council**

7. In respect of the Plan, the Parish Council, are the responsible body under the Localism Act, has agreed that it will:

1. Support the preparation of the Plan providing sufficient assistance and financial resources to ensure that the plan is prepared expeditiously providing that overall expenditure falls within the budget allocated by the Council.
2. Support the Steering Group to ensure that the Plan conforms to national and local policy, and is sound and robust enough to withstand independent examination. Outside professional expertise and aid may be sought to ensure that this objective is met.
3. Facilitate, if required, contact with the relevant statutory bodies or parties who must be consulted during the Plan making process.
4. Provide a Link Councillor (Tony Blake) - to represent the Parish Council who will provide a brief report and/or funding requests to the parish council as an agenda item in the parish meetings.
5. The Council agrees that the role of Link Councillor is to act as a conduit for ensuring that information passes to and from both groups.

**Steering Group Membership**

9. The Steering Group shall consist of no less than six individuals who live or work or have an appropriate interest (including land or business) in the Parish, no less than one individual representing the Parish Council. Profiles of the members of the Steering Group shall be made publicly available.

10. The Steering Group shall elect its own officers in accordance with a clear structure to be publicly available. These should include a chairperson, secretary, and communications officer. Additional roles such as Topic group leaders, event co-ordinators, etc, may be allocated by the Steering Group and these will be recorded in the minutes.

11. The Steering Group shall appoint Topic Groups to operate on its behalf.

Involvement in the Topic Groups shall be open to all people who live, operate a business, or hold a specific interest in the Parish area, and will be expected to exercise balanced consideration for the needs of all aspects of the local community.

**Exclusion from the Steering Group and Topic Groups**

12. Members may be excluded from the Steering Group or Topic Group for conduct and behaviour that is disruptive and does not promote the aims and objectives of the Steering Group or Topic Group. Exclusion of members will by a majority vote of the Steering Group.

**Affiliations, Interests and Contributions**

13. The Steering Group shall not be affiliated to any political party, but will welcome the involvement of ward councillors as community representatives.

14. All members of the Steering Group must declare any personal interest that may be perceived as being relevant to a decision of the group. This may include membership of an organisation, ownership of land or a business, or any other matter that may be considered to be relevant. Such declarations shall be recorded and be publicly available.

15. Organisations and businesses may assist in the production of the Plan and may contribute to the cost of producing it. Details of any donations or assistance must be made publicly available and must not influence the recommendations of the plan.

**Meetings**

16. The Steering Group shall aim to meet once per calendar month, or as may be required, with a minimum of three clear working days’ notice given prior to a meeting taking place. Agenda items should be agreed with the chairperson(s) at least five clear working days and will be circulated at least three clear working days prior to the meeting.

17. A nominated individual, shall maintain minutes of each meeting to be made reasonably available to the members of the Steering Group within seven days of the meeting and to members of the public within fourteen days of the meeting via the Parish Council website.

18. Any matters of disagreement at a meeting may be decided upon by majority of votes. **A minimum of four voting members** of The Steering Group will represent **a quorum** enabling the aims and objectives of the Group to be considered. Voting will be by way of a simple majority and the quorum excludes those without a vote or who abstain.

19. The public and press shall be admitted to all meetings of the Steering Group but at any such meeting the public and press can be instructed to withdraw from the meeting if a majority of the Steering Group present vote that it is advisable in the public interest that they do so in view of the sensitive or confidential nature of the matter about to be discussed.

20. If a member of the public interrupts the proceedings of any meeting the Chairman may after a warning order that the person concerned withdraw from the meeting and may adjourn the meeting until this has happened.

22. Discussion topics and agendas for any meetings that the public may attend should be made publicly available at least 3 clear days prior to the meeting on the website.

**Constitutional Amendments**

23. Should any amendments be required to the constitution, this shall require a majority vote within the Steering Group.

**Freedom of Information**

24. In accordance with the Freedom of Information Act (2000), as an extension of a local authority, the Steering Group will make available to the public, minutes of meetings, policies and procedures, its organisational structure and information on budget, expenditure and allowances.

**Data Protection**

25. In accordance with the Data Protection Act (1988), the Steering Group will assess whether the release of any personal information about individuals would be fair, or whether it is exempt from the requirements of the Freedom of Information requirements.

**Dissolving the Plan Group**

26. At the conclusion of the Plan the Parish Council and Steering Group should discuss the future working of the Steering Group to review the plan at regular intervals to ensure it remains up to date. If the Steering Group wishes to dissolve it must notify the Parish Council.

As presented to and approved by Danehill Parish Council XXXX