

PLUMPTON VILLAGE ACTION PLAN

TERMS OF REFERENCE FOR VILLAGE ACTION PLAN TEAMS

1. Purpose

1.1. The Teams are established to drive forward the plans proposed in the **Implementation Plan adopted by the Parish Council on 20th May 2008**, and the subsequent Plumpton Village Action Plan delivered to all households in Plumpton in July 2008. The Teams are as follows:

- **VAP Road Safety Team** (*ie Pavements, Parking, Traffic & Speeding*)
- **VAP Public Transport Team**
- **VAP Environment Team**
- **VAP Footpaths Team**
- **VAP Communications Team**
- **VAP Youth Champion**
- **VAP Community Safety Team**
- **VAP Housing Data Analysis Team**
- **VAP Community Facility Team**
- **VAP Business Team**

1.2. Liaison with outside agents eg District Council and County Council, will not be done without approval of the Steering Committee.

1.3. No actions will be implemented by a Team until approval has been obtained from the Plumpton Village Action Plan Steering Committee. This will only be given, once discussion, where relevant, has taken place with the Parish Council.

2. Membership

2.1. The membership of each Team will be formed of volunteers from within the Plumpton community.

- 2.2. It is anticipated that each Team has persons appointed to the Team, where possible, with experience relevant to the particular subject, and that the Team has Parish Council representation, where relevant, and representatives reflective of the profile of residents in the Village. Should it not be possible for a Team to make such appointments, the Team should seek to ensure that relevant parties are consulted with during the course of such Team's work.
- 2.3. Each Team should appoint a Chair/Team Leader. Such person will be a member of the Plumpton Village Action Plan Sub-Committee. This Sub-Committee should meet once a month, at least in the first year.

3. Finance

- 3.1. The Plumpton Village Action Plan Steering Committee will give each Team a budget for each financial year. Volunteers with any of the Teams may claim back any expenditure that was necessarily incurred during the process of working within a Team, provided the Team Leader has approved the expenditure prior to the cost being incurred. The Team Leader will also seek approval from the Chair or Vice-Chair of the Steering Committee.
- 3.2. The Treasurer of the Plumpton Village Action Plan Steering Committee will draw up procedures for volunteers who wish to claim expenses and the rates they may claim.

4. Publicity

- 4.1. The Action Plan Teams will not take responsibility for publicising their work other than through the Steering Committee.
- 4.2. The Steering Committee will take responsibility for communicating with the Parish Council and will ensure that the community is advised of progress within all the Teams through the Parish Magazine, the Parish websites, and other displays.
- 4.3. All communication with the Parish Council must be from the Steering Committee.
- 4.4. No reports are to be placed on the Plumpton websites by any member of a Plumpton Village Action Plan Team.