

Odiham Village Centre Area Action Plan Steering Group Terms of Reference

1. The Odiham Village Centre Area Action Plan Steering Group is constituted to research and develop a draft Odiham Village Centre Area Action Plan.

2. Membership shall comprise:

- OPC Councillors (3 but not limited to) with support from OPC staff.
- Support from Hart DC Economic Development staff.
- 1 Hart DC Councillor.
- 1 Hampshire CC Councillor.
- 1 representative from InOdiham.
- 1 community representative from the Haigh St businesses.
- 1 representative from the Neighbourhood Plan Monitoring Group.
- 1 community representative from a school or youth organisation (tbc).
- 1 community representative for health & disability (tbc).
- 1 community representative from a local faith organisation (tbc).
- 1 representative from the Odiham Society.
- 1 representative from U3A.

3. The quorum for Steering Group meetings shall be at least two Councillors supported by an OPC member of staff.

4. The Steering Group shall appoint its own Chairman.

5. The Steering Group shall, as far as practical, follow the following timeline:

February 2021	March 2021	April 2021	May 2021	July 2021	August 2021	September 2021	September 2021 onwards
Agree governance and advertise for community reps	Agree community reps and Develop draft statement of issues	Community consultation on draft statement of issues (Spring newsletter)	Finalise statement of issues and responses	Steering group to agree responses and draft action plan	Consult on draft action plan	OPC to adopt final plan	Implement and deliver plan with periodic review

6. Regular updates must be provided to full Council which retains overall responsibility for the Plan and decisions relating to it.

7. The Steering Group may decide to divide work between smaller task & finish groups but all work must be reported back to the Steering Group.

8. The Steering Group must acknowledge OPC's duty to provide for all demographics within the community and must not discriminate against protected characteristics.
9. Conflicts of Interest - Steering Group members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company/organisation arising from the decisions or recommendations of the group.
10. Data Protection – the Steering Group's work must comply with the Data Protection Act and member must have regard to OPC's Data Protection Policies. Documents will be subject to requests for public inspection in accordance with the Freedom of Information Act/Environmental Information Regulations.