

QUORN VILLAGE DESIGN STATEMENT

RULES & CONSTITUTION (Draft)

1 AIMS & OBJECTIVES OF THE VDS GROUP

- 1.1 To produce a Village Design Statement for the whole of the Parish of Quorn in accordance with criteria suggested by the Countryside Commission document 'Village Design – Making Local Character Count in New Development' (1996) and as required by Charnwood Borough Council.
- 1.2 The aim is to achieve adoption of the VDS by Charnwood Borough Council as a Supplementary Planning Document alongside the Local Development Framework

2 MEMBERSHIP

- 2.1 Membership of the Group is open to all interested residents of the Parish. A 'Steering Group' of volunteers will be established after a Public Meeting organised by the Parish Council to discuss the project.
- 2.2 A well publicised 'open invitation' for additional volunteers will remain in place throughout the VDS process. Volunteers should contact any member of the Steering Group who will report enquiries for consideration by the Group at their first available meeting. 'Election' to the Steering Group may be subject to a limit on numbers consistent with 'effective management'.
- 2.3 Representatives of the Leicestershire & Rutland Rural Community Council, Parish, Borough and County Councils will be invited to attend all Group meetings and will be copied with all minutes.

3 OFFICERS OF THE STEERING GROUP

- 3.1 Officers will consist of a Chairman, Vice Chairman, Secretary, Treasurer and a Media/Public Relations Officer, elected from the Steering Group. Office holders may be changed subject to a vote by members of the Steering Group.
- 3.2 The role of the Officers is to manage the VDS process.

4 MEETINGS

- 4.1 Regular meetings of the Steering Group will be held to conduct the business of the Group as required.
- 4.2 A quorum shall not be less than 5 members at which the Chairman must be present

- 4.3 Voting shall be by a simple majority, the Chairman have a casting (second vote) in the event of a tie.
- 4.4 Minutes of each meeting will be recorded and circulated.
- 4.5 Sub Groups tasked with specific responsibilities may be established from Group members and additional volunteers. Sub Groups will report to the Steering Group regarding their task and will be disbanded when the task is completed.

5 FUNDING

- 5.1 A Bank Account will be opened in the name of the Group to receive funds necessary to prepare and complete the Village Design Statement.
- 5.2 Authorised signatories will be any one of the appointed Officers, countersigned by the Treasurer.
- 5.3 The Treasurer will record and report on all transactions.

6 WINDING UP

- 6.1 On completion of all VDS activities, the Group will be disbanded. All records will be deposited with appropriate local public bodies as required.
- 6.2 Any monies remaining on completion will be returned to the sources from which they were obtained in proportion to the original 'investment' and the bank account closed.

7 ALTERATIONS TO THE CONSTITUTION

- 7.1 Alterations may be made only after a proposal has been circulated to all members of the Steering Group with notice of date, time and place for dicussion, followed by a vote.

Constitution accepted at a meeting on.....(Date & Place)

Signed.....(Chairman)