



Abbots Bromley Parish Neighbourhood Development Plan Working Group

Terms of Reference (ToR)

The key responsibility of the Abbots Bromley Parish Neighbourhood Development Plan Working Group will be to consult on and draft a Neighbourhood Plan for the Parish of Abbots Bromley.

- The group will be responsible for organising and overseeing all consultation events and other work associated with the Neighbourhood Plan
- The group will be responsible for agreeing methods of consultation, social media and website use as deemed appropriate for maximum plan engagement across the Parish
- The group will be responsible for agreeing and allocating resources required for the Neighbourhood Plan process, once agreement through the full Parish Council has been sought.
- The Group will be expected to familiarise themselves as much as possible with the Planning process, in particular Neighbourhood Plan Policy Guidance which provides guidelines that must be followed and gives useful advice. The group chair can advise further on this if necessary.
- The group will understand that the Plan is to be positively prepared. Any issues that may raise a conflict of interest with any group member must be notified to the group chair and will be fed back to the full Parish Council.
- Decisions within the group will be taken democratically following discussion and debate. Such decisions may not represent the view of all group members as individuals but all group members are expected to reflect a group decision or policy position once that verdict has been reached by the NDP group. Where a vote on a decision is taken and the result is tied the Parish Council will be informed and asked to make a casting decision.

The group will be required to feedback and where necessary seek the agreement of the full Parish Council at monthly Parish Council meetings on all issues relating to the Neighbourhood Plan process and policy formulation. This feedback will usually be led by the group chair. The Parish Council, informed by the working group will remain responsible for liaising with East Staffordshire Borough Council and other key stakeholders.

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The Parish Council as the responsible elected body for the delivery of the Neighbourhood Plan reserves the right to resolve any issues or matters that arise from the process that cannot be agreed by the working group. The Parish Council will have the final local say over any drafted policies and plan submissions and ultimately the fate of the Working Group.

The Working Group will set out a timescale (Development Scheme) for the Neighbourhood Plan Delivery. This time scale will be taken to the Parish Council early for formal agreement. Once agreed the Working Group will be expected to adhere to that timeframe. The chair of the working group will update the Parish Council at the monthly meetings with regards to progress as per the Development Scheme.

Members

Members of the working group will be drawn from elected Parish Councillors and members of the Parish. A list of group members can be found in the Annex.

Members are to be drawn from a cross section of the community to include as many groups and interests as possible. The minimum requirement will be:

- Three elected Parish Councillors (the Core 3), one of whom will act as chair of the working group. The Chair of the group (and his/her removal as necessary) will be decided by the full Parish Council. If the chair is removed by the Parish Council, stands aside or resigns then the Parish Council will decide whether to select a new chair for the NDP group or whether to dissolve the group and take full responsibility for the Neighbourhood Development Plan process.
The role of chair will continue for the duration of the NDP process unless the Parish Council decides otherwise or the chair him/herself decides to step down or trigger re-appointment.
- The vice chair position will be an unelected Parishioner to be determined by the NDP group
- The group will be a maximum of 10 people overall.
- All elected Parish Councillors reserve the right to attend any working group meeting or event as they wish or substitute for the Core 3 as maybe necessary. This arrangement will also include the Parish Clerk who is able to attend but not substitute for the Core 3.
- A Group quorum will be at least two Parish Councillors and three parishioners. The minimum of five will need to include the chair and/or the vice chair to be present to run the meeting. In the event that a quorum cannot be formed and/or neither the chair or vice chair are available the meeting will be postponed. If the chair is not available the vice-chair will take full responsibility for the NDP group.
- If at any point a group member expresses a wish to leave the working group they are free to do so but will be expected to raise this with the group chair. If members leave or fail to attend four consecutive meetings (the four meeting rule) then the NDP group will seek new members from the community to come forward in order that the group can operate as a 10. Methods of seeking new members will be determined by the remaining NDP group

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members with the support of the Parish Council. Where vacancies on the group arise the NDP group will consider an approach by anyone resident of the Parish. Exceptions to the four meeting rule will be considered in exceptional circumstances at the discretion of the NDP group.

The Parish Council will not support anyone that discriminates in any way on the basis of age, sex, religion or race. All members will be expected to act in a courteous and constructive manner. The group chair reserves the right to remove any non-Core 3 group member not adhering to these principles. Any such decision would be taken through the Parish Council.

It maybe necessary from time to time to draw upon particular people or groups who may have an input at a particular stage of the plan process. In such circumstances such people/groups can be invited on a task and finish basis (in addition to the Core 3 + non-core 7) at the discretion of the working group.

The Core 3 which includes the group chair and the final maximum 7 non-Core 3 group members will be decided by the full Parish Council.

The Chair of the working group has responsibility for chairing working group meetings and leading on feedback and agreement of the full Parish Council. The vice chair is expected to support the chair in this role.

Any administration required by the working group (minute taking at meetings, recording of actions etc) will be agreed through the Parish Council. Minutes and agendas of meetings will be made available via e-mail to the Parish Clerk. Records of meetings will also be made available on the website to maintain full transparency with the community.

General Guidance

- The ToR will be reviewed periodically as necessary by the Parish Council
- The Parish Council as the designated body responsible for the Neighbourhood Plan reserves the right to change the ToR if deemed necessary and/or change the make-up of the working group. This would be carried out as part of a Parish Council meeting. Such reasons for this may include (but not limited to)
 - 1) Failure of the group to positively agree to the delivery of the consultation(s) and draft plan policies
 - 2) Failure of the group to deliver a plan to the Development Scheme timeframe (or agree reasonable extensions)
 - 3) Tensions/disagreements within the group that lead it to have functional issues
- All members of the Abbots Bromley Neighbourhood Plan Working Group will be expected to read, understand and abide by these terms of reference.

Signed: Councillor Philip Charles

Abbots Bromley Parish Council Chair

Dated: 3rd January 2018

Signed: Councillor Bryn Walters

Abbots Bromley Parish Neighbourhood Development Plan
Working Group Chair

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Annex: The agreed working group is as follows - as agreed by Abbots Bromley Parish Council:

Group Member	E-Mail Contact	Status
Cllr Bryn Walters (Chair)	Bryn_walters@hotmail.com	✓
Cllr Rosamund Robb	Rosamund.robb@gmail.com	✓
Cllr Phil Ryan	Phil.rita@btinternet.com	✓
Keith Baker	alanbakermusic@tiscali.co.uk	✓
Rob Humphries	Robh2687@googlemail.com	✓
Stuart Appleby	stuardappleby@hotmail.co.uk	✓
Stephen Perrins	Stephen.perrins@btinternet.com	✓
Peter Male	peter@highways-training.co.uk	✓
Anna Bebbington (Vice Chair)	annaelvis@aol.com	✓
Cllr Greg Hall (ESBC)	Greg.hall@eaststaffsbc.gov.uk	✓
Abbots Bromley Parish Council (Sarah Meads)	Parish.council@abbotsbromley.com	✓

Record of former NDP Group Members:

Former Group Member	Duration on the NDP Group
Tom Wheeldon	January 2016 – December 2017
Neal Haywood	January 2016 – December 2017