



## **Neighbourhood Development Plan Group Terms of Reference (ToR)**

### **Background**

The key responsibility of the Neighbourhood Development Plan Group (NDPG) will be to consult on and draft a Neighbourhood Plan for the Parish of Abbots Bromley and ultimately, subject to successful referendum issue a final adopted Neighbourhood Development Plan.

### **Principles & objectives (aims)**

- To support the policies of the East Staffordshire Local Plan and to adhere to all National Planning Policy
- Aim to be as inclusive as possible in reflecting the wishes and aspirations of the Parish wide community to order to achieve a “Yes” vote at referendum
- Engage fully and informatively with the Parish Council as legal statutory body for the Neighbourhood Development Plan.
- Be considerate of the historical, cultural and ecological heritage of the Parish
- Identify the important aspects of future Parish life
- Enhance the quality of life in the Parish
- Support the Parish wide community and economy.
- Sustain the natural environment, and maintain/enhance valued visual aspects of the built environment

### **Tasks & Activities**

The NDPG will be:-

- Responsible for determining methods of consultation, social media and website use as deemed appropriate for maximum plan engagement across the Parish, subject to the requirements as set out in the Annex.
- Expected to familiarise they selves 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.
- Responsible for a Plan that is positively prepared. Any issues that may raise a conflict of interest with any member must be notified to The Chair and will be fed back to the Parish Council.
- 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 NDPG will be expected to adhere to that timeframe (unless it is delayed as a result of issues beyond the groups control e.g. responses from third parties).

- Will produce minutes for each meeting which will be available on the NDPG website once approved.

The NDPG will update the Parish Council at the monthly PC meetings as to progress of the Development Scheme, including the Neighbourhood Plan process and policy formation.

### **Group**

- Members of the NDPG will be drawn from residents of the Parish who are eligible to vote in local elections.
- The NDPG will be a maximum of 10 permanent members. If a member chooses to leave it is expected that he/she will inform the NDPG Chair of that decision.

### **Meeting Arrangements**

- A quorum for the NDPG will be 4 to include either The Chair or Vice Chair.
- Parish Councillors and/or the Parish Clerk will be able to attend any NDPG meeting.
- Members of the public may attend the first NDPG meeting in any month.
- If a member is unable to attend four consecutive meetings (the four meeting rule) the member will be deemed to have forfeited their membership, unless there are exceptional or extenuating circumstances. This will be at the discretion of The Chair.
- Where vacancies exist the NDPG will be expected to work to recruit volunteers with the help of the Parish Council in order to ensure that the NDPG can operate.

It may be 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 at the discretion of the NDPG. These people will not have voting rights.

### **Finance**

- The Parish Council will allocate a budget for the production of the Plan
- The NDPG is responsible for determining and allocating resources required for the Neighbourhood Plan process.
- All expenditure by the NDPG is to be approved by the Parish Council.
- The PC will make available a small working administrative budget.

### **General Guidance**

- 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 NDPG.
- The Parish Council will have the final local say over any drafted policies and plan submissions but it recognises that the Plan and the intrinsic policies will have been produced by the NDPG as a result of following a robust, evidenced based process

which has been informed by the community. The Parish Council will subsequently not seek to amend any element of the draft plan or policies without full discussion with the NDPG that may then lead to a consensus that a proposed alteration should be made.

- The NDPG is expected to adhere to the principal of collective responsibility. Decisions within the NDPG will be taken democratically following discussion and debate. Such decisions may not represent the view of all members as individuals but all members are expected and required to reflect a decision or policy position once that verdict has been reached by the NDPG. 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 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 group member not adhering to these principles. Any such decision would be taken through the Parish Council.

#### **Changes to this ToR**

- 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 NDPG, in full consultation with the NDPG. 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 NDPG to positively agree to the delivery of the consultation(s) and draft plan policies
  2. Failure of the NDPG to deliver a plan to the Development Scheme timeframe (or agree reasonable extensions)
  3. Tensions/disagreements within the NDPG that lead it to have functional issues
- All members of the Neighbourhood Development Plan Group (NDGP) will be expected to read, understand and abide by these terms of reference.

Signed: Councillor Philip Charles

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Abbots Bromley Parish Council Chair

Signed: Mike Hobbs

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Neighbourhood Development Plan Group Chair

Dated:

## Annex : Consultation and Media Use

The Parish Council would seek to afford the Neighbourhood Development Plan Group maximum freedom to engage the community and update residents using whatever media they choose.

As legal body responsible for the Neighbourhood Development Plan the Parish Council would however expect the NDPG to consult the Parish Council before putting information out into the wider community at certain stages. This is to ensure legal compliance with any statutory regulations, including requirements under the General Data Protection Regulations. Prior approval would be required as follows:

- Before any statutory consultation (see regulation 14 and regulation 21 of the Neighbourhood Planning (General) Regulations 2012 (as amended).
- Before rollout of any survey, poll or questionnaire
- Before publication of any research or background supporting document

The website and domain address must be purchased and owned by the Parish Council, although administration can be done by the group.