



**Abbots Bromley Parish Neighbourhood
Development Plan**

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.

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.

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 in 2016 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.

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
- The vice chair position will be an unelected Parishioner
- A maximum of 10 people overall and an operational minimum of the Core 3
- 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.
- The Core 3 must be present at all working group meetings and events. In the event that a Core 3 member is not available then other Parish Councillors can substitute by prior agreement. Any Core 3 substitute must be another Parish Councillor to maintain the minimum operational 3. Only a Parish Councillor can substitute for the group chair.
- If at any point a group member outside the Core 3 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.

The Parish Council will not support any group 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.

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 Roger Jarman Abbots Bromley Parish Council Chair

Dated: 25th November 2015

Signed: 

Abbots Bromley Parish Neighbourhood Development Plan
Working Group Chair

Dated: 25th November 2015

Annex: The agreed working group is as follows - as agreed at the 25th November 2015 Parish Council meeting:

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	✓
Neal Haywood	nhaywood@stmodwen.co.uk	✓
Tom Wheeldon	tomwheeldon@supanet.com	✓
Stuart Appleby	stuardappleby@hotmail.co.uk	✓
Stephen Perrins	Stephen.perrins@btinternet.com	✓
Peter Male	peter@highways-training.co.uk	✓
Anna Bebbington	annaelvis@aol.com	✓
Cllr Greg Hall (ESBC)	Greg.hall@eaststaffsbc.gov.uk	✓
Abbots Bromley Parish Council (Sarah Meads)	Parish.council@abbotsbromley.com	✓

- ToR unanimously agreed at the Parish Council meeting – 25th November 2015.