

Braunton Neighbourhood Plan Steering Group Terms of Reference

Version: 1.0 Date: 28/07/16

History

Version	Date	Summary
0	24/06/16	First Version based on Reviewed Model Terms of Reference.
0.1	26/06/16	Added additional purposes relating to quality of life.
0.2	26/06/16	Added sustainable to overarching purpose.
0.3	26/06/16	Added Glossary of Key Terms
0.4	27/06/16	Punctuation and grammar corrections.
1.0	28/07/16	Approved Release

Name

The name of the organisation shall be the Braunton Neighbourhood Development Plan Steering Group [NP].

Purpose

The purpose of the Steering Group is to produce a sound and sustainable Neighbourhood plan for Braunton. This activity will encompass but not be limited to the following tasks:

- Investigate and identify support for the Neighbourhood Development Plan.
- Identify sources of funding.
- Take responsibility for planning, budgeting and monitoring expenditure on the Plan and report back to the parish council on these matters.
- Build and maintain links with the Local Planning Authority, Statutory Authorities and relevant organisations as necessary.
- Liaise with local land owners and if necessary identify potential sites for development.
- Identify and implement ways of involving the whole community.
- Gather the views and opinions of as many groups and organisations in the community as possible.
- Identify all the important aspects of life in the parish for which are to be considered in planning for the future.
- Bring forward proposals which will enhance the quality of life in the Parish in the years to come.
- Determine the types of survey and information gathering to be used.
- Be responsible for the analysis of the survey, the production and distribution of the final report.
- Identify priorities and timescale for local action in the Action Plan, including the lead organisations and potential sources of project funding.
- Regularly report back to the Parish Council and local community on progress, issues arising and outcomes from the exercise.

Membership

The NP Steering Group will be made up from a representative wide cross-section of the community, including parish councillors nominated by the parish council and representatives of relevant community groups.

The Steering Group should have up to 4 Parish Councillors.

The overall Steering Group will have a minimum of 6 members and a maximum of 12 members.

The Steering Group will be formed at an open public meeting where the remaining 8 members of the public can be democratically nominated.

The Parish Clerks will be an ex-officio member of the NP Steering Group.

If a member of the Steering Group fails to attend steering Group meetings for a 3 month period the member will be deemed to have resigned from the Steering Group unless otherwise agreed by the Steering Group. This provision does not prevent any member from resigning from the Steering Group by providing the Chairperson with written notice of their resignation. This provision is in place to ensure all members actively and positively contribute to the Steering Group.

Any person who wishes to become a member of the Steering Group after the commencement of the Neighbourhood Planning process shall apply to the Steering Group who shall resolve whether they shall be admitted to the Steering Group.

Roles

- At the first meeting, the Steering Group will elect a Chairperson, a secretary, an operations lead, and Finance Co-ordinator.
- Wherever possible the Steering Group will also elect a Communication's Co-ordinator, a Community Engagement Co-ordinator and a Bridging Coordinator. (For details, see Roles & Relationships)
- Wherever possible all other members should have a specific role, including supporting the defined roles, to be agreed by the Steering Group. (For details see Roles & Relationships.)

Roles & Relationships

- Parish Council insurance will cover the previously agreed activities of the Steering Group and volunteers, but steering group officers, in liaison with the parish clerk, need to ensure that terms of the insurance are not breached.
- A Bridging Co-ordinator may be appointed to liaise between the Steering Group and the parish council, or alternatively parish councillors who are also members of the Steering Group will act as liaison officers between the 2 bodies.
- The Operations lead looks after the day to day programme and project management, including maintaining a risk register, project strategy, develop baseline programme.
- The Finance Coordinator will be responsible for examining all possible sources of funding and management of grants. Define and manage an appropriate accounting system which is

compliant with grant funded work. They should coordinate fundraising activities to support the programme.

- The Steering Group, either via an appointed officer or via its parish council members will provide a regular report to the parish council, for endorsement.
- The parish council will provide the opportunity for the endorsement of regular reports via its meeting agenda.
- Working Groups will carry out duties specified by the full Steering Group, which may include:-
 - Data Gathering
 - Consultations
 - Making recommendations
- The make-up and purpose of working groups will be regularly reviewed by the full Steering Group.
- It is expected that all Steering Group members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.

Meetings

- The Steering Group shall normally meet monthly (but every two months as a minimum), or as may be required.
- Meetings shall be quorate when 5 members including either the Chairperson or Operations lead are present.
- At least three clear working days' notice of meetings shall be sent to members via the communication method agreed with, and appropriate to, each individual member.
- Whenever possible, notices of meetings should detail the matters to be discussed.
- The secretary shall keep a record of meetings, and circulate notes to Steering Group members and the Parish Council in a timely fashion. The latter will publicise the notes via their usual methods.
- It is recommended that an annual rolling schedule of meetings is set in place, preferably at the first meeting of the Steering Group and made available to the public via notice boards/websites.
- A simple majority will be required to support any motion.
- The Chairperson shall have one casting vote.
- All meetings should be held in public and be open to the public.
- Copies of the Parish Council's Code of Conduct will be available at all NP meetings.

Working groups

- The Steering Group may establish such working groups as it considers necessary to carry out the functions specified by the Steering Group.
- Such Working groups shall adhere to the same terms of reference as the NP Steering group.
- Each working group should have a lead person whose responsibility is to coordinate the working group and to report back to the NP Steering group.
- Working Groups should consist of at least one steering group member and relevant co-opted subject matter specialists.

Finance

- All grants and funding will be applied for and held by the parish council, who will ring-fence the funds for NP purposes only.
- Notification of all planned expenditure will be given to the parish council before actual costs are incurred.
- The Finance Officer shall keep a clear record of expenditure supported by receipted invoices and will regularly review and update the budget in liaison with the parish clerk.
- The Finance Co-ordinator in partnership with the parish clerk, will draw up and agree with the Steering Group procedures for volunteers who wish to claim expenses.
- The Finance Co-ordinator will report back to the Steering Group and the parish council on planned and actual expenditure for the project.
- Invoices will be made out in the name of the parish council who will pay them at their next scheduled parish council meeting.
- Members of the community who are involved as volunteers with any of the working groups may claim back any previously agreed expenditure that was necessarily incurred during the process of producing the NP. This could include postage and stationery, telephone calls, travel cost.
- Expenditure should be agreed at an NP Steering Group meeting.
- Suitable evidence must be provided to substantiate any expenses claim submitted.
- All expenses claim must be approved by the Chairperson and Finance Coordinator before submission for payment.

Changes to the Terms of Reference

Amendments to the terms of reference may be made at Steering Group meetings. Any amendments may be added with the consent of (two thirds) of the group present

Dissolving the Steering Group

- At the conclusion of the NP project the parish council and Steering Group should discuss the future working of the Steering Group. If the Steering Group wishes to dissolve it must notify the parish council.

Glossary of Terms

- *Soundness*: The soundness of a statutory local planning document is determined by the planning inspector against three criteria: whether the plan is justified, whether it is effective, and whether it is consistent with national and local planning policy. Plans found to be unsound cannot be adopted by the local planning authority. It should be noted, neighbourhood plans are NOT formally required to meet these tests of soundness, but it is best practise based on precedence set during independent examination of other Neighbourhood plans.
- *Sustainable development*: An approach to development that aims to allow economic growth without damaging the environment or natural resources. Development that “meets the needs of the present without compromising the ability of future generations to meet their own needs”. As set out in relevant planning guidance, including paragraphs 18 to 219 of the NPPF, which when taken as a whole constitute the governments understanding of Sustainable Development and what it means for the planning system.
- *Community Engagement and Involvement*: Involving the local community in the decisions that are made regarding their area.
- *Neighbourhood Plan*: A planning document created by a parish or town council or a neighbourhood forum, which sets out vision for the neighbourhood area, and contains policies for the development and use of land in the area. Neighbourhood plans must be subjected to an independent examination to confirm that they meet legal requirements, and then to a local referendum. If approved by a majority vote of the local community, the neighbourhood plan will then form part of the statutory development plan.
- *Neighbourhood Forum*: Designated by the local authority in non-parished areas, an organisation established for the purpose of neighbourhood planning to further the social, economic and environmental well-being of the neighbourhood area. There can only be one forum in an area.
- *National Planning Policy Framework*: The government policy document adopted in March 2012 intended to make national planning policy and guidance less complex and more accessible. The National Planning Policy Framework introduces a presumption in favour of sustainable development. It gives five guiding principles of sustainable development: living within the planet’s means; ensuring a strong, healthy and just society; achieving a sustainable economy; promoting good governance; and using sound science responsibly.
- *NIMBY*: ‘Not In My Back Yard’– used when discussing planning issues. Term is used to define the opposition of residents who are against new developments that they believe will devalue their properties.
- *BANANA*: An extreme kind of NIMBY - Build Absolutely Nothing Anywhere Near Anyone.