

Terms of Reference - Renhold Neighbourhood Plan Working Group

Introduction

This is a document that supports the Renhold Neighbourhood Plan Working Group. It provides structure around who will do what and what the individual responsibilities of group members are.

Background

In 2020 Renhold Parish Council resolved to prepare a Neighbourhood Plan. The Parish Council is the defined Qualifying Body for this purpose. A Neighbourhood Area, which includes the whole Parish - the 'old village', Cranbourne Gardens, Aspire and The Spires, has been successfully designated. A Neighbourhood Plan Working Group (RNPWG) was formed as a subcommittee of Renhold Parish Council under Section 102 (4) of the Local Government Act 1972.

Principles

The Working Group shall undertake the Neighbourhood Planning process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the local community. All decisions made shall be fully evidenced and supported throughout the process.

Objective

The objective of the Working Group is to produce a sound Neighbourhood Plan for Renhold, from its inception through to examination and referendum, ensuring that relevant consultation takes place so that the plan accurately represents the views of residents and other stakeholders.

Group Membership, Roles and Responsibilities

The core members of the Group are the Chair, Deputy Chair, Treasurer, GDPR Compliance Officer and the Meetings and Minutes Secretary. Additional Members up to a maximum Group size of 12 may be co-opted and where appropriate appointed to specialist support roles such as: community engagement, surveys and gathering of information to be used, publicity, data collection and analysis, priorities and timescales for local action in the Project Plan, community liaison, vision and objectives for public consultation, preparing the pre-submission and submission and distributing the final report. It is desirable that at least one member should also be a current Parish Councillor. New members may be appointed by the Chair to replace outgoing members and/or to bring new skills and experience to the team. A member of the Working Group may resign their membership by giving notice to the Chair.

Meeting Arrangements

The Working Group shall meet as workload/events permit and require. Meeting dates and times shall be published well in advance and invitations and agenda outlining the matters to be discussed shall be sent out to all members, giving at least three clear days notice. The Minutes and Meetings Secretary shall arrange meetings and compile Minutes for circulation to all Working Group members within 10 working days following each meeting. The Parish Council will provide the opportunity for the endorsement of regular reports via its meeting agenda.

Reporting to the Parish Council

The Working Group shall, following each Working Group Meeting, prepare and submit a Report to the Parish Council 7 days prior to the next scheduled P.C. Meeting. This Report shall include all matters of note and where appropriate any material changes to the financial position, future financial commitments and requirements.

Conduct

It is expected and required that all Working Group members shall abide by the Principles and Practice of the Parish Council Code of Conduct (available on the P.C. website) including making Declarations of Interest whenever applicable. The Working Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.

Finance

The Parish Council, as the 'Qualifying Body' will be responsible for all grant applications and reporting. All funding will be held by the Parish Council, who will ring-fence the funds for Neighbourhood Plan development work. The Treasurer shall keep a record of expenditure supported by copy invoices and shall regularly review and agree the record with the Parish Council accounts in liaison with the Parish Clerk. Members of the working group may claim back any previously agreed expenditure incurred during the process of producing the Neighbourhood Plan. This includes, but is not limited to: postage, stationery, telephone calls and travel costs.

Changes to the Terms of Reference and Changes to the Composition of the Group

The Parish Council will approve any changes to the Terms of Reference and the Parish Clerk shall be notified of any changes to the group's composition by being provided with an updated list of members and principal responsibilities.

Dissolution of the Group

The RNPWG will be dissolved by the Parish Council once the Neighbourhood Plan has been successfully completed.

September 2022