



## **Terms of Reference - Renhold Neighbourhood Plan Working Group**

### **Terms of Reference**

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**

Renhold Parish Council has 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), comprising three Parish Councillors and nine residents, has been formed. The RNPWG is a subcommittee of Renhold Parish Council formed under Section 102 (4) of the Local Government Act 1972.

### **Principles**

The Working Group will 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 the majority of residents and other stakeholders.

### **Group Core Membership**

<i>Claudia Dietz</i>	<i>Local Gap Policy</i>
<i>Sandra Einon</i>	<i>Project Plan</i>
<i>Nicky Gribble</i>	<i>Parish Councillor</i>
<i>Keith Herkes</i>	<i>Treasurer/Website/link to PC</i>
<i>Denis Ivins</i>	<i>Resident</i>
<i>Ian Mclver</i>	<i>IT/GDPR/Website and Parish Councillor</i>
<i>Peter Norris</i>	<i>Resident/E-W Rail</i>
<i>Tony Ploszajski</i>	<i>Data analysis</i>
<i>Amanda Quince</i>	<i>Chair and Parish Councillor</i>
<i>Kirstin Rayner</i>	<i>Resident</i>
<i>Jooles Roberts</i>	<i>Minutes Secretary</i>

Please note that these areas of interest and/or responsibility are for discussion and are subject to amendment as work continues on the development of the Plan.  
Other ideas:  
Wildlife,  
Heritage,  
Footpaths, etc  
Green matters,  
Others?

New members may be appointed 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 one month's notice to the Chair. The Parish Council will be notified of any changes in group composition.

### ***Roles and Responsibilities***

At the first meeting, the Working Group elected a Chair, GDPR Compliance Officer, Treasurer and Minutes Secretary. Members of the Working Group may be appointed to other key roles as required during the project, including: community engagement, types of survey and information gathering 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.

### ***Meeting Arrangements***

The Working Group will normally meet monthly. Meeting dates and times will be published well in advance and invites and agenda outlining the matters to be discussed will be sent out to all members, giving at least three clear days notice. The Minutes Secretary will keep a record of meetings, and Minutes will be circulated to all Working Group members in a timely fashion. 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 will prepare and submit a Report to the Parish Council 7 days prior to every scheduled P.C. Meeting. This Report shall include all matters of note and will (as a minimum) include the up-to-date financial position, future financial commitments and requirements, applications for funding, meeting reports, progress updates, publicity material distributed, etc.

### ***Conduct***

It is expected and required that all Working Group members will 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 will keep a clear record of expenditure supported by receipted invoices and will regularly review and update the budget 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 will be notified of any changes to the group's composition.

### ***Dissolution of the Group***

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