



# PORINGLAND NEIGHBOURHOOD PLAN

Poringland Community Centre, Overtons Way, Poringland, Norfolk, NR14 7WB

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Qualifying Body: Poringland Parish Council

## NEIGHBOURHOOD PLAN COMMITTEE TERMS OF REFERENCE

### 1. Purpose

- 1.1 The main purpose of the Neighbourhood Plan Committee is to oversee the preparation of the Neighbourhood Plan for Poringland in order that this will then progress to Independent Examination and a successful community referendum and ultimately be adopted by South Norfolk Council to become planning policy.
- 1.2 The Committee will engage the local community to ensure that the Plan is truly representative of the ambitions of Poringland. The Committee will maximise support for the approach taken in the Neighbourhood Plan by ensuring high levels of community engagement throughout the plan-making process.

### 2. Principles

- 2.1 That the Committee will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community.
- 2.2 All decisions made shall be fully evidenced and supported through consultation with the community.
- 2.3 No part of these Terms of Reference will override statutory legislation or the policies or procedures of the Parish Council.

### 3. Roles and Responsibilities

- 3.1 In order to achieve this, the Committee will carry out the following roles:
  - a) Be accountable for steering and providing strategic management of the Neighbourhood Plan for Poringland;
  - b) Monitor and update a project timetable;
  - c) Produce a consultation and engagement strategy, showing how the public will be involved throughout the process;
  - d) Regularly report updates to the Parish Council;
  - e) Undertake analysis and evidence gathering to support the plan production process;
  - f) Actively support and promote the preparation of the Poringland Neighbourhood Plan throughout the duration of the project;
  - g) Identify sources of funding;
  - h) Liaise with relevant authorities and organisations to make the plan as effective as possible;
  - i) Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of all residents are understood;
  - j) Consult as widely and thoroughly as is possible to ensure that the draft and final Neighbourhood Plan is representative of the views of residents;
  - k) Agree, subject to ratification by the Parish Council, a final submission version of the Poringland Neighbourhood Plan.

#### **4. Membership**

- 4.1 The Committee will be made up of a cross-section of volunteers from the community, including Parish Councillors. Effort will be made to seek representation from under-represented sections of the community.
- 4.2 Membership of the Committee will be made up of 8 (eight) Parish Councillors and up to 7 (seven) co-opted members of the community. The membership of the Committee (both Councillors and co-optees) will be agreed by the Parish Council.

#### **5. Decision Making**

- 5.1 The Committee has full delegated authority from the Parish Council to deliver its Plan-making functions. The Committee will report monthly to the Parish Council setting out progress on its work. The Parish Council will formally approve the Draft Policies prior to the Draft Neighbourhood Plan being created, and will approve the Submission Draft Neighbourhood Plan prior to publication for consultation and independent examination.
- 5.2 The Plan-making process remains the responsibility of the Parish Council as the Qualifying Body. All publications, consultation and community engagement exercises will be undertaken by or on behalf of the Parish Council with appropriate recognition of the Parish Council's position given in all communications associated with the project.

#### **6. Meetings**

- 6.1 Committee meetings will take place when necessary to forward the Neighbourhood Planning process.
- 6.2 Where possible, all meetings will be held at Poringland Community Centre, or another suitable venue within the parish when this is not possible. The dates of future meetings will be made publically available via the Neighbourhood Plan and Parish Council websites.
- 6.3 All meetings will be open to the public and will be subject to the rules of meetings as set out in Poringland Parish Council's Standing Orders.
- 6.4 The Committee will elect a Chairman and Vice Chairman from its membership to remain in those positions until the project is completed. The Chairman shall be a Parish Councillor, and the Vice Chairman may be a Parish Councillor or a co-opted member of the Committee. If these positions should become vacant, the Committee will elect an alternative.
- 6.5 The Parish Council will supply a Project Officer dedicated to the Neighbourhood Plan for a duration of 20 hours per month. Additional hours may be requested by the Committee and will be subject to authorisation by the Parish Council. The Parish Clerk (or delegated Officer) will attend meetings as the Council's Proper Officer.
- 6.6 The Project Officer shall keep a record of meetings and circulate minutes to Committee members and the Parish Council in a timely fashion. Minutes shall be made publically available on the Neighbourhood Plan website.
- 6.7 At least 3 clear days (not including weekends or bank holidays) notice of meetings shall be sent to members via email or delivered to their home address. Agendas will be posted on notice boards and the Parish Council website.
- 6.8 Decisions made by the Committee will be by consensus at Committee meetings. Where a formal vote is required, only those Committee members who are Parish Councillors will have a vote, as prescribed by the Local Government and Housing Act 1989 section 13. In the event of a formal vote being required, Councillors will have due regard to the consensus of the meeting. A minimum of 3 (three) Parish Councillors shall be present where a formal vote is required. A simple majority vote or consensus will be required to support any motion. The Chairman shall have one casting vote.

## **7. Working Groups**

- 7.1 The Committee may establish Working Groups, made up of volunteers from the community to aid them in any Neighbourhood Plan related work.
- 7.2 Each Working Group should have a lead person from the Committee.
- 7.3 Members of the community will be encouraged to participate in the process at all stages.

## **8. Finance**

- 8.1 All grants and funding will be applied for and held by the Parish Council, who will ring-fence the funds for Neighbourhood Plan work.
- 8.2 The Council will set an agreed budget for the Plan. The Committee will notify the Parish Council advising them of any planned expenditure before it is incurred. The Parish Council will authorise in advance significant expenditure such as Planning Consultants, and consultations, in accordance with the Council's Scheme of Delegation.
- 8.3 Committee members and volunteers from any Working Groups may claim back any previously agreed expenditure incurred during any Neighbourhood Plan related work.

## **9. Conduct**

- 9.1 It is expected that all Committee members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.
- 9.2 Whilst Members as individuals will be accountable to their parent organisations, the Committee as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.
- 9.3 The Committee will achieve this through applying the following principles:
  - a) Be clear and open when their individual roles or interests are in conflict;
  - b) Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity or religion and belief; and
  - c) Actively promote equality of access and opportunity.

## **10. Changes to the Terms of Reference**

- 10.1 These Terms of Reference may be amended with the support of at least two thirds of the current membership of the Committee, and with the approval of the Parish Council.

## **11. Dissolution**

- 11.1 The Committee will be dissolved once its objectives have been attained and/or when at least two thirds of its members and the Parish Council consider its services are no longer required.
- 11.2 The Parish Council will be responsible for disposing of any remaining funds held in accordance with any conditions imposed by the grant funders and in the best interests of Poringland Parish.