

Terms of Reference

Milborne St Andrew Neighbourhood Plan Group

Background

The Milborne St Andrew Neighbourhood Plan Group was set up with the agreement of Milborne St Andrew Parish Council to help manage the process for and prepare a Neighbourhood Plan for the parish of Milborne St Andrew. The Parish Council is the 'responsible body' for the preparation of the Neighbourhood Plan, although ultimately the community will decide through the referendum whether the plan should be used.

Responsibilities

The Milborne St Andrew Neighbourhood Plan Group is working for the Parish Council, and as such will make recommendations to the Parish Council before progressing at key stages in the process – in particular.

- Agreement of vision and aims of the plan
- Agreement of pre-submission draft for consultation

The Parish Council will be responsible for the consideration of consultation responses on the pre-submission draft, and the submission of the plan to the District Council for examination.

The Neighbourhood Plan Group will cover the following functions:

- Preparation of a programme for producing the Neighbourhood Plan;
- Applications for grant funding
- Liaison with officers from North Dorset District Council and other statutory bodies likely to be involved in the Neighbourhood Plan
- Informing and consulting with the local community and other interested bodies, as necessary to progress the Neighbourhood Plan and with the aim of making sure that all members of the community are able to be involved in the process
- Gathering of evidence required to support the emerging policies
- Appointment of professional advisors as necessary to assist with preparation of the Plan
- Preparation of a draft Neighbourhood Plan with any revisions following public consultation.

Applications for grant funding may be made by the Neighbourhood Plan Group on behalf of the Parish Council, with any funds to be held by the Parish Council. The Neighbourhood Plan Group will not incur expenditure that is not covered by confirmed grant funding without prior authority or approved delegation as appropriate from the Parish Council.

Membership

The Neighbourhood Plan Group will include at least one member of the Parish Council together with volunteers living or working in the Neighbourhood Plan area.

Members of the Neighbourhood Plan Group should live or work in the neighbourhood plan area, or otherwise clearly show that they have skills or knowledge that would be of use to the process.

The Group should normally consist of at least 4 and up to 12 Members. New members can join the group at any time, having made contact with the Chairman, although a temporary cap may need to be imposed if there would be more than 16 people active on the Neighbourhood Plan Group. Members who no longer wish to be actively involved should inform the Neighbourhood Plan Group. Members who miss 3 consecutive meetings with no reason may be assumed to have left the group. A list of people on the Group will be published and updated as appropriate.

All members of the Neighbourhood Plan Group are expected to

- > operate in a democratic, transparent and fair fashion
- > treat other Members of the Group with respect and dignity
- > allow opinions and ideas to be put forward by all
- > work constructively with all sectors of the community
- > look positively for solutions to enable development that is needed locally to come forward, whilst protecting those features that are most valued

By joining the Neighbourhood Plan Group, any person agrees to abide by these terms of reference.

Roles within the Neighbourhood Plan Group

The Chair and the Secretary will be appointed by the Group.

Neighbourhood Plan Group meetings

The Neighbourhood Plan Group meetings will normally be held on the second Tuesday of each month at the Village Hall. However, these arrangements may be subject to change dependent on the work programme and availability of sufficient group members. Members of the public or representatives from relevant organisations with an interest in the Neighbourhood Plan may attend to observe the meeting (and can join in debates at the invitation of the Chairman) but are advised to contact the Chairman in advance to check that the meeting is being held and the likely agenda.

The Secretary will take notes of the meeting, record main decisions and action points. These minutes will be published on the Neighbourhood Plan website which is hosted on the Parish Council's website. <http://www.milbornestandrew-pc.org.uk/community/milborne-st-andrew-parish-council-7786>

Declarations of Interest

Neighbourhood Plan Group members should complete a register of interests' form on joining the group, which will be held by the Secretary and may be made available to the Group, the Parish Council and to the public on request.

At meetings members will be expected to declare any personal or prejudicial interests where decisions or recommendations could result in potential advantage or disadvantage, whether financial or otherwise, to them, their family or close associates. They should not be involved in making any decision regarding that issue.

Reviewing the Terms of Reference

The Parish Council will be asked to approve the terms of reference of the Neighbourhood Plan Group and any relevant amendments to them suggested by the Group to ensure that they remain fit for purpose.