

# **Chelmondiston Neighbourhood Development Plan Steering (Working) Group Terms of Reference**

## **1. Background**

For 7-8 years now the Government has been trying to persuade local governing bodies to create a Neighbourhood Planning document that would define how the local community would like to see developments managed in their area. Chelmondiston PC did consider this but the cost at that time was thought to be too high (particularly due to the need for a local referendum and formal inspection), and instead it was decided to create a Village Development Framework (VDF) document, which Babergh promised would be officially incorporated into the Planning documentation suite. In 2016 the VDF was completed, and 2017 was spent trying to get BDC to adopt the document, but this process has been delayed with no indication of when progress might be made. Given this lack of success the only option now available to give the community some control on developments in the Parish is to create a Neighbourhood Development Plan (NDP) for Chelmondiston & Pin Mill as quickly as possible. The data gathered for the VDF will be used as the basis for this NDP.

## **2. Purpose**

The Steering Group's purpose is to design, implement and oversee the Neighbourhood Development Plan process in order that this will then progress to Independent Examination and a successful community referendum, ultimately being adopted by Babergh District Council to become planning policy.

## **3. Scope**

The scope of this plan is the whole of the area within the Chelmondiston Parish Boundary, and as defined in the Area Designation notice agreed by Babergh District Council on 23<sup>rd</sup> March 2018.

## **4. Constraints**

1. Any recommendation for key\* actions will be proposed to the Parish Council before commencement. \* eg publication of leaflets or reports.
2. The whole process will be undertaken in a democratic, transparent and fair fashion, all eligible parties being allowed and encouraged to inform and shape the outcome through active consultation.
3. The process will be positive and constructive with the objective to strengthen the community through encouraging communication.
4. Comply with all regulations relevant to a publicly accountable organisation, and consistent with the management of The Parish Council.
5. Expenditure of sundry costs such as room hire and stationery will be limited to £50.00 per invoice.

## **5. Tasks and Activities**

1. Prepare and maintain a project plan to set out how the NDP will be created.
2. Meet regularly (as required, but not less than once every 2 months) to agree on actions and discuss issues that arise, in order that the plan is progressed in an efficient and timely manner.
3. Produce notes/minutes from Steering Group meetings and forward to the parish clerk for circulation to the Parish Council. The Steering Group will keep its members and any others as agreed to be appropriate, informed. The minutes will also be made publicly available on the Parish website.
4. Undertake actions as required in the Plan.
5. Inform and engage eligible parties in the community (residents, businesses and those who work in the Parish) on a regular basis, and at all key stages in the Plan.
6. Work with the Parish Council and ensure that: a) they are fully informed throughout the process, and b) financial arrangements and budgets are agreed.
7. Liaise directly with the supporting contractor (Kirkwells) for the purpose of receiving on-going help.

8. Confirm services received from the supporting contractor to the Parish Council to enable their invoices to be approved for payment.

#### **6. Membership of Steering Group**

1. Members must reside within the Parish of Chelmondiston.
2. The Steering Group should consist of no less than 8 Members.
3. The Steering Group shall be quorate when at least 4 members attend.
4. A list of Steering Group (SG) members will be held by the Parish Clerk and contact details will be maintained by the steering group.
5. Any changes to SG Membership must be agreed by The Parish Council before confirming the appointment.
6. Officers of agencies appointed by the Council to support the process will be encouraged to attend meetings and contribute to the discussions.

#### **7. Roles within Steering Group**

1. The Steering Group shall elect a Chair, Vice Chair and Secretary keeping the Parish Clerk informed of their appointment and any changes to these roles.
2. If the Chair and Vice Chair are both unable to attend a meeting, then a temporary Chair (selected from the Steering Group members) will be elected for that meeting. Likewise for the Secretary.
3. A focal point to liaise with the supporting contractor (Kirkwells) will be appointed.

#### **8. Steering Group Meeting Arrangements**

1. The Steering Group (and any sub-groups) shall meet regularly as necessary.
2. Meetings will be advertised to the public.
3. The public can observe the meeting and speak at the Chairpersons discretion.
4. From time to time other stakeholders or interested parties may be invited to attend a specific Steering Group meeting to give a presentation and/or discuss their interest in the proposed NDP.
5. Recommendations from sub-groups should be relayed back to the full Steering Group for agreement, before a proposal to the Parish Council.

#### **9. Finance**

1. Requests for expenditure to be agreed by majority agreement of the Steering Group.
2. Subject to 4.5, expenditure will be subject to agreement from the Parish Council.

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

Any amendments to these terms of reference may be proposed to the Parish Council but will require a majority agreement of the Steering Group.

#### **11. Dissolution of the Group**

1. The members will agree by a majority vote at a Steering Group meeting, to recommend that the Steering Group be dissolved. This decision will require ratification at a future Parish Council meeting.
2. Upon dissolution of the group any remaining funds shall be returned to the Parish Council for the benefit of the community. No individual member of the group shall benefit from the dispersal.

#### **12. Approval**

Signed .....  ..... (Chair Chelmondiston Parish Council)

Date ..... 15/5/19 .....