

Neighbourhood Development Plan Group Terms of Reference

1. Purpose

1.1. North Waltham Parish Council, as qualifying body for the preparation of a Neighbourhood Development Plan, has agreed to establish a separate committee for the production of a sound Neighbourhood Development Plan for North Waltham. The Parish Council has granted delegated authority in exercise of all relevant plan-making functions to North Waltham Neighbourhood Development Plan Group. The Group sits as the Project Board for project management and decision making purposes and will lead the preparation of the North Waltham Neighbourhood Development Plan. The Group will guide and agree the content of the Plan and all associative evidence and analysis up to the point of submission of the plan to the local planning authority.

1.2. The Group will:

- Provide a locally accountable and representative lead for plan-making;
- Agree a project timetable and endeavour to secure compliance;
- Determine the overall scope and objectives of the plan
- Agree a project communication, consultation and engagement strategy;
- Build and maintain links with the Local Planning Authority
- Manage the gathering of evidence necessary to inform each of the issues within the scope of the plan
- Approve all background and evidence based reports prior to publication;
- Identify and assess options available in respect of each issue and prepare a draft plan for wider consideration.
- Agree, subject to ratification by the Parish Council, a final submission version of the North Waltham Neighbourhood Development Plan; and
- Produce minutes, reports and documents relating to the plan

1.3. The Group will be established for a time-limited period. The project is intended to run until a plan has been presented for independent examination. The Group will remain active until the independent examiners report is published.

2. Objective

2.1. The objective of the Group is to produce a sound Neighbourhood Development Plan for North Waltham, that defines the spatial planning policy priorities identified by the community taking into account all representations made during the plan-making process and having regard to all relevant existing plans and evidence. The Plan will include or be supported by an appropriate delivery plan setting out, where relevant, the means by which these policy priorities may be implemented.

3. Membership

3.1. The Group will comprise the following:

- The Chair of North Waltham Parish Council
- Additional members of North Waltham Parish Council
- At least 4 Residents of the Parish of North Waltham

Over the course the development of The Plan this number of non parish council representatives within the group may increase due to resourcing demands or in order to introduce specific skill sets to The Group, but over the course of the project should never fall below 4.

4. Meetings

- 4.1. The Group shall meet monthly, normally to commence at 7:30pm on the third Thursday in a month.
- 4.2. The Group will elect a Chair and Vice-Chair from its membership and both persons shall remain in that position following their election until completion of the project.
- 4.3. Decisions made by the Group should normally be by consensus at Group meetings. Where a vote is required each member shall have one vote. A minimum of four members shall be present where matters are presented for decisions to be taken. A simple majority will be required to support any motion. The Chair, or in their absence the Vice-Chair shall have one casting vote.

5. Conduct

- 5.1. The Group will follow the code of conduct set out by the Nolan Committee on Standards in Public Life. Whilst Members as individuals will be accountable to their parent organisations, the Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations. The Group will achieve this through applying the following principles:
 - Work with mutual trust and respect, and combine their expertise;
 - Be clear when their individual roles or interests are in conflict;
 - Provide feedback from Steering Group meetings to their parent organisation;
 - Assist their parent organisation to bring appropriate ideas and concerns to the attention of the Steering Group;
 - Inform the Steering Group when they are unable to deliver agreed actions;
 - Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, ability, or religion and belief; and
 - Actively promote equality of access and opportunity

6. Decision Making

- 6.1. North Waltham Parish Council is the qualifying body for the purposes of preparing the plan. The Group has full delegated authority to manage the process of preparing the plan as set out in the objectives and within agreed budgets; up to and including the publication of the consultation draft plan. Regular reports will be made to the Parish Council to ensure effective progress. North Waltham Parish Council will approve the final draft Neighbourhood Development Plan prior to submission to the local planning authority.