

# Glaphorn Parish Council

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## GLAPTHORN NEIGHBOURHOOD PLANNING GROUP – TERMS OF REFERENCE

*The terms of reference were adopted by the Council at its meeting held on 12th May 2016*

### 1. Establishment.

The Neighbourhood Plan Working Group will be recognised as a Parish Council Advisory Committee.

### 2. Purpose.

The purpose of the Working Group is to produce a Neighbourhood Development Plan (NDP) for the Civil Parish of Glaphorn. The plan will define the 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. Under the provisions of the Localism Act 2011 (Schedule 9, Section 61F) Glaphorn Parish Council is the qualifying body for the preparation of a NDP for the civil parish of Glaphorn. The Parish Council has agreed to establish the Working Group to facilitate the preparation of the NDP.

### 3. Role.

The Working Group will:

- a. If required, select and employ consultants with the constraint that no agreement can be entered into where the cost exceeds the available grant.
- b. Conduct a Neighbourhood Development Survey.
- c. Prepare a Draft NDP with underpinning evidence for consideration by the Parish Council. (Subject to any minor revisions, this would then be discussed at a full Parish Meeting and distributed for consultation with residents soon afterwards).
- d. After consultation with residents, prepare the final version of the NDP for approval by the Parish Council and submission to East Northamptonshire Council (ENC) for scrutiny.

### 4. Scope.

The Working Group will:

- a. Consider whether there is a need for additional housing stock in the Parish and if so:
  - i. Where new housing should be located;
  - ii. How many houses should be permitted in each location;
  - iii. Over what time period should development occur;
  - iv. What type of housing would be appropriate in each location;
  - v. What style of development would be appropriate in each location?
- b. Consider businesses operating within the plan area identifying:
  - i. Suitable locations where businesses can operate sustainably whilst maintaining a reasonable quality of life for residents;
  - ii. The types of business that might operate in these locations and those that would be inappropriate;
  - iii. Transport and other infrastructure implications of such plans.

- c. Consider whether additional infrastructure or facilities will be necessary in the Parish to create or maintain the lifestyle that residents desire, taking into account any proposed future developments.
- d. Identify green space(s) that require protection and/or consider the establishment of green space within any planned development(s).

## **5. Inputs.**

The Working Group will take into account the following sources/bodies of evidence in preparing the plan:

- a. Core Spatial Strategy developed by North Northamptonshire Joint Planning Unit in 2008 and any revisions currently under discussion.
- b. The results of a Neighbourhood Development Survey, to be arranged.
- c. Submissions by residents, local businesses and local land owners.
- d. Example NDPs that have already been approved elsewhere in England.

Note: The Working Group must maintain a well ordered and referenced evidence base that can be subjected to scrutiny by the public and the planning authority.

## **6. Communication, Consultation and Engagement**

- a. The NDP will ultimately be put to a referendum of residents and will need to secure a majority to become a statutory planning document. It is therefore essential that there is a high level of awareness and acceptance of the plan before it goes to referendum.
- b. The Working Group will need to be seen to have consulted widely and engaged in depth with all stakeholders, and to have communicated effectively with residents at all points during the development of the plan.
- c. All activity undertaken by the Working Group will be in the name of the Parish Council and should be conducted in line with standards, policies and styles under which the Council operates.
- d. At all times Members shall act in accordance with the trust that the public is entitled to place in them as a co-opted Member of a Parish Council Advisory Committee.

## **7. Declarations of Interest**

- a. All Members of the Working Group must declare any and all personal or professional interests that may be perceived as being relevant to any actions, conclusions or recommendations being made by the Working Group.

## **8. Operating Procedures**

- a. Chairing the Working Group
  - i. The first item of business at the first meeting will be to elect a Chair of the Working Group who will co-ordinate the project and chair subsequent meetings. The Working Group will also elect a Vice-Chair.
- b. Meeting Frequency and Format
  - i. The Working Group shall determine its own meeting schedule.

- ii. A series of Working Meetings should be interspersed with periodic Formal Public Meetings.
  - iii. Working meetings need not be advertised or held in public but details of such meetings (date, time, location attendees, activity or subject, outputs) should be noted at the next Formal Meeting.
  - iv. Members of the public may be invited (through pre-arranged agenda items) to make an oral submission and presentation to any Formal Meeting of the Working Group.
- c. Quorum for the Formal Meetings of the Working Group
  - i. Five Members shall constitute a quorum at Formal Meetings.
- d. Working Group Decision Making
  - i. Decisions made by the Working Group should normally be by consensus. Where a vote is required each member shall have one vote. A simple majority will be required to support any motion. The Chair, or in their absence the Vice-Chair shall have one casting vote.

## **9. Administration**

- a. The Clerk of the Parish Council will provide administrative support for the first meeting. Thereafter, the Working Group will need to nominate a Clerk who will minute the Working Group meetings and maintain the documentation base for the Working Group.
- b. For Formal Meetings of the Working Group, the meeting notice, agenda and associated papers must be despatched three clear days before the date of the meeting by e-mail. The agenda shall also be posted on the Parish notice board and on the Parish Council web site.
- c. The minutes of all Formal Meetings of the Working Group must be made available for public scrutiny in draft form within 7 days of the meeting.
- d. All meetings with land owners and local businesses must be attended by at least two Members of the Working Group. Minutes of such meetings are to be recorded and deposited in the archive for public scrutiny.
- e. All submissions from land owners or businesses shall be available for public scrutiny.
- f. All email communications from Members of the Working Group to members of the public, land owners, businesses or other stakeholders shall be copied to the Clerk of the Working Group so that they can be added to the public document archive.
- g. Expenditure and Expenses
  - i. There shall be no separate bank account, all transactions will be processed through the Parish Councils account
  - ii. All account's both receivable and payable must be recorded in the Working Group meeting notes, and forwarded to the Parish Clerk for processing.
  - iii. As an Advisory Committee of the Parish Council, the Working Group has no power to commit expenditure but should refer items of expenditure to the Clerk of the Parish Council.