

Terrington Neighbourhood Planning Group

Terms of Reference

1. Background

1.1 Terrington Parish Council is the qualifying body for the preparation of a Neighbourhood Plan for its civil parish area. The Parish Council has agreed to establish separate project management arrangements to facilitate the delivery of this plan-making function. The Neighbourhood Planning Group (The Group) will lead on project management and decision-making, and will lead the preparation of the draft Terrington Neighbourhood Plan (The Plan). The Group will guide and agree the content of The Plan and all associated evidence and analysis up to draft plan stage.

2. Purpose

2.1 The main purpose of The Group is to oversee the preparation of a draft plan for the Terrington Parish.

2.2 Terrington Parish Council will then hold a consultation on the draft plan followed by submission to the local authority. Thereafter an independent examination by a local authority appointed examiner will take place. Finally, subject to a successful referendum the plan will be adopted by North Yorkshire Council to inform planning policy.

2.3 The purpose of creating a neighbourhood plan will be:

- to help encourage residents to take an active part in their community, its activities, and its future;
- to enable and facilitate sensitive and appropriate community, residential and commercial development; and
- to improve the environment, including the maintenance of the rural nature of the community utilising the best of past, present and future design.

2.4 The Group will engage the Terrington Parish community (The Community) to ensure The Plan is truly representative of community ambitions. The Group will encourage support for the approach taken in The Plan by aiming for high levels of community engagement throughout the plan-making process.

3. Principles

3.1 . The Group 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

3.2 . All decisions made shall be fully evidence based and supported through consultation with The Community.

4. Roles and Responsibilities

4.1 To achieve its purpose The Group will:

- Be accountable for steering and providing strategic management of The Plan on behalf of Terrington Parish Council;
- Produce, monitor and update The Plan project timetable;
- Produce a consultation/engagement and community communication strategy, showing how The Community and interested parties will be involved and updated throughout the process;
- Regularly report back to the Parish Council and The Community for endorsement of the decisions taken;
- Undertake analysis and evidence gathering to support The Plan production process;
- Actively support and promote the preparation of The Plan throughout the duration of the project;
- Identify sources of funding and resource requirements;
- Liaise with relevant authorities and organisations to make The Plan as effective as possible;
- Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of The Community are understood;
- Consult as widely and thoroughly as is possible;
- Ensure that the draft and final Plans are representative of the views of residents, businesses and community facilities (e.g. doctor's, schools and the village hall);
- Keep under review the legislative requirements around neighbourhood planning to ensure The Plan meets all requirements;
- Identify and assess options available for each community issue or requirement;
- Agree, subject to ratification by the Parish Council, a final submission version of The Plan.

5. Group Membership

5.1 The Group will be made up of volunteers from The Community, including a minimum of 1 Parish Councillor. Efforts will be made to seek representation from all sections of The Community.

5.2 Membership of the Group will be open to all residents of the Parish. Additional community members and public may be co-opted if their addition would add value to the work of The Group.

6. Decision Making

6.1 The Group will report to the Parish Council at its scheduled meetings, setting out progress on its work. The Parish Council will review and approve the Pre-Submission Draft Plan prior to statutory consultation.

6.2 The Plan-making process remains the responsibility of the Parish Council as the qualifying body. All publications, consultations and community engagement exercises will be undertaken by or on behalf of the Parish Council.

7. Meetings

7.1 The Group meetings will take place regularly and at least every second month in order to maintain good Plan progress and momentum. A schedule of these meetings will be published in advance, on a quarterly basis,

7.2 The Group will elect a Chair, Vice Chair, and Secretary from its membership, at least one of which will be a Member of the Parish Council.

7.3 Decisions made by The Group should normally be by consensus. Where a vote is required each member will have one vote. A minimum of 4 members shall be present where matters are presented for decisions to be taken. The Chair shall have one casting vote.

8. Working Sub Groups

8.1 The Group may establish Working Subgroups made up of volunteers from the Community, members of the Parish Council, and those with suitable relevant expertise.

8.2 Each Working Subgroup will have a lead member from The Group.

9. Finance

9.1 All grants and funding will be applied for and held by the Parish Council, who will ringfence the funds for The Plan work.

9.2 In accordance with Parish Council Financial Regulations, sums below £100 can be authorised by the Council Chairman and Clerk but sums of £100 and above need the authorisation of the Council.

10. Conduct

10.1 All Group members must abide by the principles and practice of the Parish Council Code of Conduct, including Declarations of Interest (https://terringtonpc.co.uk/documents/Policy_code_of_conduct.pdf).

10.2 The Group members will:

- be clear and open when their individual roles or interests are in conflict
- treat everyone with dignity, courtesy and respect
- actively promote equality for contributions, access and opportunity

11. Disputes and complaints

11.1 In the case of any dispute or complaint arising with members of The Community in the course of developing The Plan, The Group shall in the first instance try to resolve these through discussion with the originator. Should this not produce a resolution, the matter will be referred to the Chair of Terrington Parish Council, acting in consultation with North Yorkshire Council.

12 Changes to these Terms of Reference

12.1 These Terms of Reference may be amended by the Parish Council, or by a majority of The Group and with the approval of the Parish Council.

13. Dissolution

13.1 The Group will be dissolved once the Parish Council consider its services are no longer required.

13.2 At dissolution, any remaining funds will be used by the Parish Council for the best interest of The Community.