

PANNAL & BURN BRIDGE PARISH COUNCIL

NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP (NDPSG) - TERMS OF REFERENCE (ToR)

Revise 4 – 8th June 2018

INTRODUCTION

1. These ToR have been drafted for approval by Pannal and Burn Bridge Parish Council (P&BBPC) to provide the NDPSG with the formal authority to proceed in its work. Amendments to the ToR can be made as described in this document.
2. P&BBPC delegates the responsibility of developing the Neighbourhood Development Plan (NDP) to the NDPSG. The NDPSG will undertake the development of a NDP within the stated objectives within the ToR.

TASK

3. The task for the NDPSG is to produce a sound NDP for the Pannal and Burn Bridge Parish that defines the planning policy priorities identified by the community taking into account representations made during the plan-making process and having regards to the Community Led Plan's findings, existing plans and future evidence.
4. The plan shall also take full account of the provisions of the National Planning Policy Framework (NDPPF) and the Harrogate Borough Council (HBC) Local Plan as well any EU and Human Rights Legislation or any such legislation that comes into force when the UK leaves the EU. In achieving this, the NDPSG will ensure that the NDP development is supported by an effective continuing programme of communication and consultation with the community, HBC and other key third parties.
5. In addition, the Statement of Community Involvement (SCI), to be published on the NDP website must be adhered to.
6. In achieving this, the NDPSG is required:
 - a. To understand the process of neighbourhood planning and to be a source of knowledge for all involved.
 - b. To establish focus groups (FG) that will look at specific topics within the plan and incorporate these when approved by the NDPSG into the NDP.
 - c. To gather information and opinions from the community, HBC, local landowners, developers and businesses.
 - d. To communicate progress on the NDP to P&BBPC, HBC and the community.
 - e. Set a time frame for an approved NDP through a publicly available project plan.

SCOPE AND GUIDELINES

7. The NDP is intended to cover the period up to 2030.
8. The NDP covers the P&BBPC area as defined in the approval from HBC.
9. The NDP will be produced with due consideration for the needs of all residents and businesses in the area, now and in the future.

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10. The NDP will seek to improve the social, economic and environmental well-being of the area and those residing in it.
11. The activities of the NDPSG will be monitored through regular meetings held at the discretion of the NDPSG Chair.
12. FG meetings will be arranged as and when required.
13. The NDPSG will report at full Council Meetings of P&BBPC when required to do so or at its own request.
14. The NDPSG will hold meetings and briefings to update the community.
15. The NDPSG will identify support, resources and funding needed for stages of the process and produce and keep updated a project plan.

CONSTRAINTS

16. The NDP can only work within the constraints of HBC's Core Strategies and development plans and in addition:
 - a. Must comply with central government planning policies.
 - b. Must comply with EU policies or any other legislation that applies on leaving the EU.
 - c. The NDP is being delivered by (to a large part) people volunteering in their own limited time with, for the most part, no professional expertise in planning.
 - d. There is funding but it is limited for the project.

THE NDPSG

17. Initial Composition: The NDPSG will consist of a minimum of 4, to include:
 - a. 2 Parish Councillors,
 - b. 2 parishioners,
18. The NDPSG shall comprise the following officers holding official appointments:
 - a. Chair – one of the Parish Councillors,
 - b. Vice-Chair – one of the parishioners,
 - c. Treasurer – the Parish Councillor responsible for financial matters, or the P&BBPC RFO
19. In addition:
 - a. Other appointments may be created at the discretion of the NDPSG Chair as the need arises.
 - b. Members of FG may from time to time be asked (or co-opted) to attend a meeting when their expertise is required to assist in key discussions.
 - c. The termination of SG membership of an individual is by majority vote at a formal meeting.
20. Publication of NDPSG Membership:
 - a. A list of NDPSG members, their profile and contact details shall be maintained by the Parish Clerk.

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- b. Details of any changes to and appointments made to the NDPSG need to be notified to the Parish Clerk and agreed by P&BBPC (this agreement can be carried out outside a formal PC Meeting by email approval provided that 3 Parish Councillors are involved as a quorum).
21. Quorum. The quorum for any NDPSG meeting shall be 3 comprising at least one Councillor and one parishioner. The NDPSG Chair has the casting vote.
22. FG Activity. FG will be formed to address aims and issues identified by the NDPSG. Guidance on conduct:
- a. Each FG will have a brief provided by the NDPSG.
 - b. Each FG will agree a leader and meet as regularly as necessary in order to complete efficiently the work to be undertaken.
 - c. Any parishioner or Councillor can participate in a FG.
 - d. These groups will be active for as long as the need arises.
 - e. Written reports shall be submitted at least one week before any NDPSG Meeting at which the FG reports.
 - f. There is no specific quorum for any FG meeting and FG are not constrained on the same meeting location or agenda publication rules as those that apply to the NDPSG.

NDPSG Meetings

23. The NDPSG shall meet as needed and will exist for the lifetime of the project. Meetings can be **Formal** or **Informal**.
24. **Formal Meetings.** These should be held in Pannal Village Hall. Bookings should be made via the Parish Clerk. Rules for the conduct of NDPSG Meetings are as per the P&BBPC Standing Orders found on the P&BBPC website Documents section, paragraphs 3 and 4 in particular (link: [here](#)). Note: P&BBPC Standing Orders may be amended and updated from time to time. The NDPSG Chair will be part of the PC approval process and should ensure that the NDPSG is aware of any changes to P&BBPC regulations.
25. General guidance for Formal Meetings:
- a. All meetings shall be open to the public. NDPSG meetings will be advertised in advance on the P&BBPC-NDPSG webpage. The NDPSG will arrange its own meeting schedule and publish it in advance on the P&BBPC NDPSG webpage.
 - b. The agendas for meetings must be sent (by email) to all group members and must be published on the dedicated webpage at least two clear days in advance of the meeting and must include the date, time and venue of the meeting as well as all items to be discussed.
 - c. Meetings of the NDPSG must include a period for public participation.
 - d. Minutes of all meetings (including FG) must be kept and published on the dedicated webpage. Draft minutes should be published within 7-days of all meetings.
 - e. The NDPSG may invite individuals or organisations to attend meetings to give advice on any relevant topic.

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- f. FG will arrange their own meetings and will keep their own records in line with P&BBPC Standing Orders.
 - g. Voting, procedures and behaviour at NDPSG meetings will be in line with the P&BBPC Standing Orders.
26. **Informal Meetings.** The NDPSG may decide to hold informal meetings at any time and as agreed by the NDPSG members, There needs to be no formal published agenda as in the formal meetings and the meeting location can be as chosen by the members. Meetings notes should be published and any resolutions or decisions taken should be formalised though the Formal NDPSG meeting process. This can also be done by email consent, assuming a quorum, if a decision is required before the formal process can be applied.

CODE OF CONDUCT

27. All members of the NDPSG and FG will adhere to the principles set out in the P&BBPC Standing Orders.
28. The NDPSG as a whole is accountable to the PC and the wider community for ensuring that the NDP reflects collective expectations.
29. The NDPSG will adhere to the following code of conduct laid down in the P&BBPC Standing Orders (paragraph 13). In addition for members of any third party organisations sitting on the NDPSG:
- a. Where applicable provide feedback from NDPSG meetings to any relevant parent organisation.
 - b. Where applicable assist their parent organisations to bring appropriate ideas and concerns to the attention of the NDPSG.

AFFILIATIONS, INTERESTS AND CONTRIBUTIONS

30. NDPSG members, if affiliated to any political party, are required to act in a politically neutral manner but the NDPSG welcomes involvement of ward councillors as community representatives.
31. Members of the NDPSG must declare any personal interest that may be perceived as being relevant to a decision of the group. This may include membership of an organisation, ownership of land or a business, or any other matter that may be considered to be relevant. Such declarations shall be recorded and publicly available.
32. Organisations and businesses may assist in the production of the NDP and may contribute to the cost of producing it. Details of any donations or assistance must be made publicly available and must not influence the recommendations of the plan.

FINANCIAL MATTERS

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33. The financial conduct of the NDPSG will be the same as for the P&BBPC and all financial transactions required for the NDP will follow the same procedures as P&BBPC (Standing Orders paragraph 18).
34. A Parish Councillor or Parish Clerk will be required to look after the NDP budget and the money. The P&BBPC bank account will be used (until such time as other arrangements require it to be otherwise) to hold any money raised and make any payments.
35. Locality has published a series of case studies regarding the cost of producing a NDP and the average cost is around £13,000. The costs vary with the complexity and scope of the plan. The NDPSG will be required to estimate the likely costs of producing the NDP. Once the costs have been estimated then a NDP Budget (with a built in a contingency) can be established.
36. The financial status and cash flow requirements will be reviewed at every meeting of both the NDPSG and the full P&BBPC as part of the normal financial reporting procedures.
37. The NDPSG can approve expenditure if it is within the formalised budget and it is within any limits approved by the PC, without further reference to the PC. Any expenditure must be approved and the sums and category minuted.

REVIEWING THE ToR AND APPLYING CHANGES

38. The ToR will be reviewed as required by the NDPSG to ensure that they are still fit for purpose.
39. Amendments to the ToR may be made at a NDPSG meeting and agreed by the majority of the NDPSG members. Amendments will be submitted to the P&BBPC for approval.

TERMINATION OF THE NDPSG

40. The NDPSG may be terminated once the P&BB NDP has been ratified by HBC or if it is decided by P&BBPC that a useful and acceptable plan cannot be achieved.

Signed:

Howard West, Chair, Pannal and Burn Bridge Parish Council

Dated: