

Rushmere St Andrew Parish Council – Internal Note

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RUSHMERE ST ANDREW NEIGHBOURHOOD PLAN WORKING GROUP – TERMS OF REFERENCE

1. PURPOSE

- The main purpose of the Neighbourhood Plan Working Group is to oversee the preparation of the Neighbourhood Plan for the Rushmere St Andrew Parish in order that this will then progress to Independent Examination and a successful community referendum and ultimately be adopted by East Suffolk Council to become planning policy.
- The Working Group will engage the local community to ensure that the Plan is truly representative of the ambitions of the Rushmere St Andrew Parish. The group will maximise support for the approach taken in the Neighbourhood Plan by ensuring high levels of community engagement throughout the plan-making process.

2. PRINCIPLES

- The Working 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.
- All decisions made shall be fully evidenced and supported through consultation with the local community.

3. ROLES AND RESPONSIBILITIES

In order to achieve this the working group will carry out the following roles:

- (a) Providing strategic management of the Neighbourhood Plan for the parish;
- (b) Actively support and promote the preparation of the Rushmere St Andrew Neighbourhood Plan;
- (c) Produce, monitor and update a project timetable;
- (d) Identify and develop sources of funding; take responsibility for financial planning, budgeting and monitoring expenditure on the Neighbourhood Plan;
- (e) Produce a consultation and engagement strategy showing how the public will be involved throughout the process;
- (f) Consult widely and thoroughly and gather data from a wide range of sources to ensure that decisions and conclusions reached are fully evidenced and that the aspirations and issues of the local community are understood and properly represented;
- (g) Liaise with relevant authorities and organisations to make the plan as effective as possible.
- (h) Develop and agree a pre-submission and submission versions of the Rushmere St Andrew Neighbourhood Plan.

4. DECISION MAKING

(a) The Working Group shall regularly report back to the Planning and Development Committee of the Parish Council for endorsement of decisions (including items 3c, 3d, 3e). Approval will be requested from the Planning and Development Committee of the Parish Council of any proposed financial commitment/ expenditure;

(b) The Plan making process remains the responsibility of the Parish Council as the qualifying body. All publications, consultation and community engagement exercises will be approved by the Planning and Development Committee of the Parish Council prior to distribution/submission. The Parish Council will approve the pre-submission and submission versions of the Rushmere St Andrew Neighbourhood Plan prior to distribution/ submission.

(c) All publications, consultation and community engagement exercises will be undertaken by or on behalf of the Parish Council with appropriate recognition of the Parish Council's position given in all communications associated with the project.

5. MEMBERSHIP

(a) The Working Group will be made up of a cross-section of volunteers from the community, including at least three parish councillors.

(b) Membership of the Working Group will be open to the public indefinitely up to a maximum of 20 members.

(c) The Working Group will provide a full list of membership to the Clerk of Rushmere St Andrew Parish Council, as amended from time to time.

6. MEETINGS

(a) be quorate when at least one third (rounded up) of the members of the Working Group are present.

(b) the Working Group will elect a chair and vice-chair from its membership to remain in those positions until the project is completed. If these positions should become vacant, the group will elect an alternate.

(c) a record of meetings via agendas and approved minutes will be kept.

(d) At least 3 clear days' notice of meetings shall be sent to members via email (or an alternative agreed communication method).

(e) Decisions made by the Working Group will be by consensus at Working Group meetings. Where a vote is required each member that is present at the meeting shall have one vote. A simple majority vote will be required to support any motion. The chairman shall have one casting vote.

7. INTERNAL WORKING GROUPS

(a) The Working Group may establish internal working groups, made up of volunteers from the community to aid them in any Neighbourhood Plan related work.

(b) Each internal working group should have a lead person from the Working Group.

(c) Each internal working group shall develop its own Terms of Reference and work scope, which shall be approved by the Working Group.

8. FINANCE AND ADMINISTRATION

(a) All grants and funding will be applied for and held by the Rushmere St Andrew Parish Council, who will ring-fence the funds within the overall Parish accounts for Neighbourhood Plan work.

(b) The Parish Council will hold the Neighbourhood Plan funds in its bank accounts and will make all payments via its bank account. All payments will be made by direct transfer if possible.

(c) Expenditure – commitment: Approval shall be obtained from the Planning and Development Committee of the Parish Council prior to any planned expenditure. The Working Group does not have any delegated authority for any planned financial commitment. All orders shall be placed by the Clerk to Rushmere St Andrew Parish Council.

d) Expenditure – commitment: In the event of any urgent financial commitment, the Working Group may commit up to £400 in advance of approval obtained from the Planning and Development Committee of the Parish Council, where the Chairman and Vice Chairman of the Working Group approve and have gained approval from the Chairman and Vice Chairman of the Parish Council and the Responsible Financial Officer. In such circumstances, ratification must be sought at the next available Planning and Development Committee of the Parish Council.

e) Expenditure - approval for payment: All Working Group invoices shall be addressed to and received by the Parish Council Clerk, who will authorise it for payment. The invoice will be settled by the Parish Clerk in the normal manner. The net value of the invoice shall be deducted from the Working Group budget.

9. MANPOWER RESOURCING

In order to oversee the preparation of the Neighbourhood Plan for the Rushmere St Andrew Parish, the Working Group may:

(a) Identify any technical resource, such as skilled consultants, and to select those who demonstrate the appropriate skills, expertise and track record: and

(b) Identify any clerical and/or administrative resource, and to select those who demonstrate the appropriate skills, expertise and track record.

Approval will be requested from the Planning and Development Committee of the Parish Council of any proposed resourcing commitment/ expenditure.

10. CONDUCT

(a) It is expected that all Working Group members abide by the principles and practice of the Parish Council code of conduct including declarations of interest.

(b) The Working Group will shall abide by the following principles:

- Be clear and open when their individual roles or interest are in conflict
- Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief; and
- Actively promote equality and opportunity.

11. CHANGES TO THE TERMS OF REFERENCE

(a) This terms of reference may be amended with the agreement of at least two-thirds of the membership of a Working Group and with the approval of the Rushmere St Andrew Parish Council.

12. DISSOLUTION

(a) The Working Group will be dissolved once its objectives have been attained and/ or when at least (two-thirds) of its members and the Parish Council consider its services are no longer required.

(b) The Parish Council will then dispose of any remaining funds held in accordance with any conditions imposed by the grant funders and in the best interest of Rushmere St Andrew Parish Council.

Doc.	Issue 1	07/02/202	First draft for approval by PC
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