

Broadwindsor Group Parish Neighbourhood Plan Committee

Terms of Reference

1. Purpose

1.1 The main purpose of the Committee is to oversee the preparation of the Neighbourhood Plan for the Broadwindsor Group Parish for it to progress to Independent Examination and a successful community referendum and ultimately to be recognised by West Dorset District Council, as part of planning policy.

1.2 The Committee will engage the local community to ensure that the Plan is truly representative of the needs, hopes, expectations and ambitions of the people of Broadwindsor Group Parish. The Committee will maximise support for the Neighbourhood Plan process by ensuring high levels of community engagement throughout the different stages of the plan-making process.

2. Principles

2.1 That the Committee shall undertake the process in a consultative, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community.

2.2 All decisions made shall be fully evidenced and supported by research and through consultation with the local community.

3. Roles and Responsibilities

In order to achieve this, the Committee will carry out the following roles:

3.1 Be accountable for steering and providing strategic management of the Neighbourhood Plan for the Broadwindsor Group Parish;

3.2 Produce, monitor and update a project timetable;

3.3 Produce a consultation and engagement strategy, showing how the public will be involved throughout the process;

3.4 Regularly report back to the Parish Council;

3.5 Undertake analysis and evidence gathering to support the plan-production process;

3.6 Actively support and promote the preparation of the Broadwindsor Group Parish Neighbourhood Plan throughout the duration of the project;

3.7 Identify sources of funding;

3.8 Liaise with relevant specialists, consultants, authorities and organisations to make the plan as effective as possible.

3.9 Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and consistent with current information, policy and legislation;

3.10 Consult as widely and thoroughly as is possible to ensure that the draft and final Neighbourhood Plan is representative of the views of people right across the communities making up the Broadwindsor Group Parish;

3.11 Agree, subject to ratification by the Parish Council, a final submission version of the Neighbourhood Plan.

4. Membership

4.1 The Committee will be made up of a cross-section of volunteers, including elected Councillors, from the communities making up the Broadwindsor Group Parish.

4.2 Membership of the Committee will be open to members of the public, from the Broadwindsor

**Broadwindsor Group Parish
Neighbourhood Plan Committee**
Terms of Reference

Group Parish indefinitely, until dissolution.

5. Decision Making

5.1 The Committee has full delegated authority from the Parish Council to meet its main purpose (see 1.1)

5.2 The Group shall report regularly to the Parish Council setting out progress on its work.

5.3 The plan-making process remains the responsibility of the Parish Council as the qualifying body.

5.4 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.

6. Meetings

6.1 Committee meetings shall take place regularly, and not less than 4 times a year.

6.2 Where possible, all meetings should be held within the Parish. The dates of meetings will be made publicly available.

6.3 The Committee shall elect a Chair, Treasurer and Secretary (the Officers of the Committee) from its membership to remain in those positions until the project is completed. If these positions should become vacant, the Committee shall elect an alternative.

6.4 The Secretary shall keep a record of meetings and circulate notes to Committee members and the Parish Council in a timely fashion.

6.5 Regular updates of stages and progress shall be published within the Broadwindsor Group Parish, including via a website set up for that purpose.

6.6 At least 7 clear days' notice of meetings shall be sent to members via email or an alternative agreed communication method for members lacking email.

6.7 Decisions made by the Committee should normally be by consensus at Committee meetings. Where a vote is required each member shall have one vote. A minimum of at least 1 Officer, 1 elected Councillor, and at least 2 other Committee members from Drimpton (including Netherhay/Greenham) and at least 2 other Committee members from Broadwindsor (including Hursey) shall be present where matters are presented for decisions to be taken. A simple majority vote will be required to support any motion. The Chairman shall have one casting vote.

7. Working Groups

7.1 The Committee may establish working groups, made up of volunteers from the community to aid them in any Neighbourhood Plan related work.

7.2 Each working group should have a lead person from the Committee.

7.3 Members of the community will be encouraged to participate in the process at all stages.

8. Finance

8.1 All necessary grants and funding will be applied for, held and accounted for in accordance with Broadwindsor Group Parish rules.

8.2 The Committee will notify the Broadwindsor Group Parish Council, advising them of all expenditure.

8.3 Committee members and volunteers from any working groups may claim back previously agreed expenditure incurred during Neighbourhood Plan related work, only if properly agreed by the committee.

**Broadwindsor Group Parish
Neighbourhood Plan Committee**
Terms of Reference

8.4 The Committee Treasurer will prepare an annual statement of accounts.

9. Conduct

9.1 It is expected that all Committee members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.

9.2 Whilst Committee Members as individuals may, where applicable, be accountable to their parent organisations, the Committee as a whole is accountable to the wider community for ensuring that the Plan reflects their collective needs, hopes, expectations and ambitions,

9.3 The Committee will achieve this through applying the following principles:

9.3.1 Be clear and open when their individual roles or interests are in conflict;

9.3.2 Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief; and

9.3.3 Actively promote equality of access and opportunity.

9.4 Anyone approaching a member of the Committee with confidential or commercially sensitive information should be directed to the Secretary or Chairman.

9.5 Members of the Committee do not act individually for the group unless specifically agreed at a meeting.

9.6 Members must respect issues of sensitivity and confidentiality which come to their notice as a result of being a member of the Committee.

10. Changes to the Terms of Reference

10.1 These terms of reference shall have effect upon adoption by the Neighbourhood Plan Committee and may be amended with the support of at least (two-thirds) of the current membership at a Committee Meeting.

10.2 A copy of the current terms of reference shall be held by the Broadwindsor Group Parish Council.

11. Dissolution

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

11.2 Upon dissolution the Committee shall dispose of any remaining funds held and other assets in accordance with any conditions imposed by the grant funders, and only with the approval of the Broadwindsor Group Parish Council.