

## **NEIGHBOURHOOD PLAN EXECUTIVE COMMITTEE – TERMS OF REFERENCE**

### **1. Introduction**

Great Barton Parish Council decided to produce a Neighbourhood Plan at their meeting on 23<sup>rd</sup> March 2015 following the Government's publication of the Localism Bill 2011. In order to produce this plan the Parish Council will establish a sub-committee to oversee a process that will result in the preparation of a draft plan which will be put to a public referendum. Gt Barton Parish Council has advised St Edmundsbury Borough Council of the intent of the residents of Gt Barton parish, in consultation with other stakeholders, to produce a Neighbourhood Plan and the Parish Council will be the body that formally submits the Neighbourhood Plan to St Edmundsbury Borough Council. The plan will seek to:

- a. Identify all the important aspects of life in the parish, which are to be considered in planning for the future.
- b. Bring forward proposals which will enhance the quality of life in the Parish in the years to come.
- c. Provide a framework for future land usage within the parish.

### **2. Membership of the Executive Committee**

The Executive Committee will be formed from Councillors and residents. The Executive Committee shall continue until the Neighbourhood Plan has completed the referendum process. The Executive Committee shall pass the draft neighbourhood plan to Gt Barton Parish Council for approval prior to submission to St Edmundsbury Borough Council and then independent examination. If the Executive Committee is holding any funds in a reserve account post independent examination or is disbanded prior to the neighbourhood plan being approved, such funds shall be administered by the Parish Council unless otherwise directed by an organisation from which the funds were obtained.

The Executive Committee will consist of a minimum of 6 members and a maximum of 12 members. Non-councillor members will have voting rights. The Executive Committee can be composed of members from the age of 15 years upwards. To ensure there is a managed electoral arrangement in operation there will be a voting ratio of 1 member between the ages of 15 to under 18 years of age to 3 on the electoral register. They are deemed to be co-opted members under chapter 7 of the Localism Act 2011 and are obliged to comply with the same ethical standards as Parish Councillors. A non-councillor can take the minutes and should then forward them to the Clerk.

Any person who wishes to become a member of the Executive Committee after the commencement of the Neighbourhood Planning process shall apply to the Executive Committee who shall resolve whether they shall be admitted to the Executive Committee. If it is resolved that the individual shall be admitted to the Executive Committee, the Parish Council shall ratify as it sees fit the individual's membership at the next quarterly review.

The Executive Committee may form Working Groups to undertake various aspects of the work involved in producing the Neighbourhood Plan. These working groups will be provided with their own terms of reference.

### **3. Roles and Responsibilities of the Executive Committee**

The members of the Executive Committee, supported by any working groups as necessary, will:

- Promote the process of preparing the Neighbourhood Plan, be encouraged to participate and provide their views and opinions on the specific topics which are covered during the preparation of the Plan.
- Arrange meetings and appoint working groups to gather views and consult on emerging policies which are considered appropriate for incorporation in the draft Plan.
- Assess existing evidence about the needs and aspirations of the Parish.
- Liaise with relevant organisations and stakeholders to secure their input in the process
- Analyse the results of questionnaires or other evidence received during the planning process and use them to prepare a robust draft Plan
- Inform the Parish Council of progress on a regular basis in order that Executive Committee minutes can be noted.
- Support the local planning authority and Gt Barton Parish Council during the referendum process.

The Parish Council will:

- Support the preparation of the Gt Barton Neighbourhood Plan providing sufficient assistance and financial resources to ensure the plan is prepared expeditiously providing that overall expenditure falls within the budget allocated by the Council.
- Facilitate, if required, contact with the relevant statutory bodies or parties who must be consulted during the plan making process

- Carry out all statutory duties contained with the Neighbourhood planning (General) regulation 2012 and engage with St Edmundsbury Borough Council during the referendum process of the plan for which the principle authority is responsible.
- Following the preparation of the draft plan, and with the agreement of the Group, submit the plan to the Local Planning Authority for inspection and independent examination.

All Members of the Executive Committee will:

- Declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group. This may include membership of an organisation, ownership of interest in land (directly or indirectly) or a business or indeed any other matter likely to be relevant to the work undertaken by the Executive Committee.
- Ensure that there is no discrimination in the plan making process and that it is a wholly inclusive, open and transparent process to all groups in the parish and to those wishing to undertake development or be involved in the plan making process.
- Work together for the benefit of the communities established within the Parish. Treat other members of the Group with respect and dignity, allowing members to express their views without prejudice and interruption.
- Any decisions taken by the Executive Committee, other than those delegated to appointed officers, will be carried if the majority (more than 50%) are in favour at any given meeting. The Chairman shall have the casting vote where the vote is equal.

#### **4. Executive Committee Chairman**

- The Executive Committee shall elect a Chairman and Deputy Chairman from their number.
- If the Chairman is not present, the Deputy Chairman shall take the meeting. If neither is present, members shall elect a Chairman for the meeting from amongst their number

#### **5. Frequency, Timing and procedure of Meetings**

The Executive Committee will usually meet monthly.

- The Executive Committee shall keep minutes of meetings which will be open to public scrutiny. These will be publicised on the village website.
- Notices, Agendas, Minutes and associated papers will be emailed where possible to all Executive Committee members.
- Meetings shall be conducted in accordance with set procedure to be determined and agreed by the Executive Committee.

- The Executive Committee shall be quorate when 4 members are present. Quorate composition when 15 to under 18 years of age are on the Executive Committee will be in the ratio of 3 members, 18 years or over to 1 member between the age range 15 to under 18 years.
- The Executive Committee will regularly update and report its progress to the Clerk of the Parish Council ensuring that she, as the Responsible Financial Officer for the Council, is aware of the on-going budgetary implications associated with the project.
- These Terms of Reference will be reviewed throughout the project and amended as required by the Executive Committee and submitted to the full Parish Council for approval.

**6. Powers Delegated to the Parish Clerk after consultation with the Chairman of the Executive Committee and the Chairman of the Working Group of the Neighbourhood Plan.**

Expenditure may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Council for all items over £1,500;
- a duly delegated committee of the council for items over £500 or
- the Clerk, in conjunction with Chairman of Council or Chairman of the Executive and Working Committee, for any items below £500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

No expenditure may be authorised that will exceed the amount provided in the revenue budget of the Neighbourhood Plan other than by resolution of the council.

Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts

The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget.

When it is to enter into a contract of below £3,000 and above £500 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 of The **GREAT BARTON / PARISH COUNCIL FINANCIAL REGULATIONS [ENGLAND]** above shall apply.

**7. Application of Terms of Reference**

These terms shall apply from the date of this document.