

## **SCOPWICK AND KIRKBY GREEN NEIGHBOURHOOD PLAN GROUP**

### **TERMS OF REFERENCE**

#### 1. Background

1.1 Scopwick and Kirkby Green Parish Council has resolved to produce a Neighbourhood Plan (The Plan) and has determined that The Plan shall cover the area of the parish of Scopwick and Kirkby Green.

1.2 The Parish Council, while retaining full responsibility for The Plan, recognises that the content of The Plan must be driven by the community and draw on skills and expertise from outside the Council.

1.3 A Neighbourhood Plan Working Group has been created to lead the project to successful completion.

#### 2. Name

2.1 The name of the group shall be the Scopwick and Kirkby Green Neighbourhood Plan Group (the NPG).

#### 3. Purpose

The purpose of the NPG is the preparation of a Neighbourhood Plan and associated tasks leading to its adoption. In undertaking this, its further objectives will be to:

3.1 Consider the options and develop policies to inform the future development and use of land in the neighbourhood area

3.2 Be aware of the development areas identified in the Local Plan, including establishing of further development areas if they are required

3.3 Ensure the Neighbourhood Plan is supported by an effective on-going programme of communication and consultation with the residents and organisations within the community, businesses, North Kesteven District Council, adjoining parishes and other key third parties

3.4 Identify sources of potential funding

3.5 Liaise with statutory and other relevant authorities and organisations to ensure The Plan is as comprehensive and inclusive as possible

3.6 Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible

3.7 Determine the types of consultation and information gathering to be used

3.8 Liaise with, and direct the work of, consultants and specialists engaged to further The Plan as appropriate

3.9 Be responsible for the analysis arising from such consultation and the production and distribution of the final reports

3.10 Conform to national government policies, North Kesteven District Council planning policies and the Central Lincolnshire Local Plan (CLLP).

3.11 Report back regularly to Scopwick and Kirkby Green Parish Council.

#### 4. Membership and Conduct

4.1 The NPG shall be formed from local members of the community (including members of the Parish Council) and shall include not fewer than four members. The Parish Clerk, or a representative from the Parish Council, can be present in an ex-officio, non-voting capacity at all meetings.

4.2 The NPG may co-opt additional support to carry out specific tasks for as short or long a period as necessary.

4.3 Membership is voluntary

4.4 All members of the NPG must abide by the Code of Conduct of Scopwick and Kirkby Green Parish Council and in doing so must submit a register of interests

4.5 All members of the NPG must declare any personal interest that may be perceived as being relevant to the decisions or recommendations made by it. This may include membership of an organisation, ownership of interest in land or business or any other matter likely to be relevant to the work undertaken by the NPG.

4.6 A person shall cease to be a member of the NPG upon notifying the Chair in writing of their wish to resign.

4.7 Up to two substitute members may be named.

4.8 The Chair and Vice-chair of the NPG will be appointed by the members of the NPG. Nominations to be seconded and then voted by show of hands only if more than one candidate is nominated. If only one candidate is nominated and seconded then they are automatically appointed

4.9 In the absence of the Chair or Vice Chair, the NPG will elect a Chair from the members present at the meeting.

#### 5. Supporting Officers and Administration

5.1 Administrative support for the group may involve appointing officers, as required, including a Secretary, which will be appointed by a simple majority of the NPG.

#### 6. Meetings

6.1 The NPG shall arrange its own meeting schedule and shall meet as required. At least 72 hours' notice of a meeting will be given to members by email and such notice shall detail the matters to be discussed. Shorter notice for urgent matters may be given if agreed by a majority of members

6.2 Matters requiring a vote shall be decided by a simple majority of votes of the NPG members present. The Chair of the meeting has a casting vote

6.3 The NPG is quorate provided all of the following apply:

- a minimum of three members are present
- at least one councillor is present
- at least one community member is present
- the meeting has been properly convened

6.4 The Secretary shall keep a record of meetings and circulate minutes to NPG members and the Parish Clerk not more than 7 days after each meeting. In the absence of a Secretary, the meeting shall elect a member present to keep the record

6.5 NPG meetings and activities shall follow good practice. The NPG may seek, and shall follow, the guidance of the Parish Clerk in regard to any procedural matters.

6.6 The NPG may form sub-committees.

## 7. Affiliations, Interests and Contributions

7.1 The NPG shall not itself be affiliated to any political party. It is recognised that councillors and community members may have such affiliations which shall be declared where relevant

7.2 The Localism Act and Scopwick and Kirkby Green Parish Council's Code of Conduct will apply to all members of the NPG. All members of the NPG must declare any pecuniary interest that may be perceived as being relevant to a decision of the NPG. 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 are to be recorded and publicly available. Having declared an interest, that member shall not take part in a discussion or vote on the related issue. In the event of disagreement, the decision of the Chair shall be binding.

7.3 Organisations and businesses may assist in the production of the Neighbourhood Plan 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.

## 8. Reporting and Communication

8.1 The Group is established having full-delegated authority from the Parish Council to deliver its plan-making functions up to and including publication of a Preferred Options Consultation Draft Neighbourhood Development Plan. Through the Parish Clerk, the Group will provide a brief report for each meeting of the Parish Council which sets out progress on its work. The Parish Council will approve the Submission Draft Neighbourhood Development Plan prior to publication for consultation and independent examination.

8.2 The plan-making process remains in the control of the Parish Council as the qualifying body. All publications, consultation and community engagement exercises will be undertaken by or on behalf of Scopwick and Kirkby Green Parish Council with appropriate recognition of the Parish Council's position given in all communications associated with the project.

## 9. Freedom of Information and Access to Information

9.1 As an extension of the Parish Council, and in accordance with the Freedom of Information Act (2000), the NPG will make available to the public: minutes of meetings, policies and procedures, details of its organisation and structure and information on budget, expenditure and allowances.

9.2 Meetings will be informal and will usually be open to members of the public. However, formal minutes will be kept. It will be rare for meetings not to be open to members of the public and, when they are not so (for example when exempt information is discussed), an explanation will be given.

## 10. Finance

10.1 The NPG will apply for grant assistance with costs and submit a budget proposal to Scopwick and Kirkby Green Parish Council for support financing.

10.2 The NPG shall not have its own bank account. Scopwick and Kirkby Green Parish Council shall be responsible for all budgetary matters, expenditure, monitoring and reporting.

10.3 All items of expenditure shall be referred to the Parish Council for approval and action.

## 11. Changes to these Terms of Reference

11.1 Should any amendments be required to these Terms of Reference, the changes must be ratified by the Parish Council.

## 12. Dissolution of the NPG

12.1 The NPG shall continue to operate for two years or until the adoption of the Neighbourhood Plan, whichever is the sooner.

12.2 Upon dissolution of the NPG, any remaining resources will be passed to Scopwick and Kirkby Green Parish Council.

Agreed by members of the NPG at their meeting on 29<sup>th</sup> April 2020

Approved by resolution of Scopwick and Kirkby Green Parish Council on the 2<sup>nd</sup> June 2020