

## **Brailes Neighbourhood Development Plan (NDP) Committee Terms of Reference**

**Mission statement:** *“A vision for the future for Brailes and Winderton Parish.”*

**Purpose:** To oversee and co-ordinate the production of a sound Neighbourhood Development Plan (NDP) covering the parished area of Brailes and Winderton in the Stratford upon Avon District, as identified in the designated neighbourhood area, working with members of the community and the Parish Council to achieve this aim.

The NDP will define the spatial planning policy priorities identified by the community taking into account all representations made during the plan-making process and having regard to all relevant existing plans and evidence. The Plan will include or be supported by appropriate evidence and, where relevant, a delivery plan setting out the means by which these policy priorities may be implemented.

### **Membership:**

The committee will comprise members from Brailes Parish Council, residents, local businesses and organisations.

The membership will be based on volunteers and subject to the agreement of the Parish Council at a full Parish/Parish Council meeting.

At least 4 members of the committee must be present for decisions to be made; 1 of these must be a Parish Councillor and 1 must be a resident of the parished area.

Communications between the committee and Brailes Parish Council (the qualifying body for the NDP) will be via the Parish Council representatives on the committee and through formal reports supplied at key stages to the Parish Council.

Progress of the Neighbourhood Development Plan will be reported to the monthly Brailes Parish Council meeting.

Secretariat to the committee will be provided by Brailes Parish Council as and when needed.

Brailes Parish Council will elect a chair and define how publicity roles will be carried out. The role of the Chair will be to oversee and chair meetings defining agenda and ensuring actions are followed up as necessary. The chair will also ensure that members' potential conflicts of interest are recognised and measures taken to address them, especially during meetings.

Role share of committee membership, between at most 2 people, is acceptable as long as both those sharing the role complete a declaration of interests form and they accept the responsibility to keep each other informed to ensure consistency and continuity.

People who wish to be involved in the Neighbourhood Plan but do not wish to become committee members will be welcome to observe at committee meetings. Non committee members may be invited to speak at the discretion of the Chair. Interested residents and other stakeholders will, effectively, form a wider advisory group, theme/working group members and means of communicating with others in the parished area. The communications plan will detail means of involving and communicating with residents and other stakeholders.

The committee will review its membership from time to time and those wishing to cease their membership of the committee will notify the chair in writing. In order to carry out this purpose, the committee will have the power to:

- a) Develop a timetable and strategy for undertaking the NDP
- b) Prepare a communication plan to ensure the community and interested parties can be kept aware of progress.
- c) Make recommendations regarding use of the NDP budget, for approval at full parish/ Parish Council meetings.
- d) Co-ordinate community consultation activities.
- e) Gather additional evidence about the geographical area covered by the NDP and evidence to test proposed solutions and policies.
- f) Use evidence collected, including that from consultations, to prioritise and develop a plan
- g) Oversee the drafting and finalising of the NDP.

Please note that Brailes Parish Council will approve reports at each step of the process. The council will also approve the Submission Draft of the NDP prior to publication for consultation and submission to the local authority for independent examination.

**Conduct of committee meetings:**

- a) Committee meetings will be held at key stages during the process of undertaking the NDP, as defined in the timetable
- b) Adequate notice of committee meetings will be provided and agenda and associated papers will normally be despatched by email 3 clear working days ahead of the meeting
- c) Notes will be kept of committee meetings and normally will be made available to steering group members within 7 days of the meeting, then made available to Parish Council and other interested parties (e.g. through the website and as determined in the communications plan).
- d) Meeting dates and times will be published in advance and copies of documentation made available through the Clerk to the Parish Council.
- e) An ongoing audit trail of consultation and other evidence gathering work will be kept.
- f) If members of the committee have a conflict of interest they will declare it through completion of a declaration form when they join the steering group, as well as during meetings as appropriate.
- g) The committee may form sub groups or theme groups to undertake specific tasks, made up of interested residents and representatives of local organisations. Each sub group or theme group should include a member of the committee. The committee member included in each sub-group or theme group will report back to the committee on progress.
- h) Members will aim to make committee decisions by consensus. However should a vote be required each committee member will have one vote and a simple majority will be required to support any motion. The Chair (or in their absence, Acting Chair) will have one casting vote. Show of hands will suffice for voting but names can be recorded if required by any committee member present. In the case of role share, one vote will apply for the role.
- i) Members will abide by common rules of discussions protocol including orderly, chair managed discussions and a culture of mutual respect.
- j) Members may make additional rules to help run the committee

k) Where there is no specific provision in these terms of reference the law and custom of Brailes Parish Council meetings will apply.

**Governing principles:**

All members of the committee recognise that, while they may represent a particular group in the community, their role is to move forward the NDP in a way that benefits the whole community. Members of the group will recognise and declare any potential conflicts of interest.

As residents and stakeholders in the area covered by the Neighbourhood Development Plan, members of the committee will be able to contribute their ideas during consultation events and activities. Committee members accept the following principles:

- a) A committee which is open and transparent
- b) An inclusive consultation and plan making process
- c) Active participation by members
- d) Robust evidence gathering
- e) Actions based on evidence of consultation
- f) The NDP must have regard for the National Planning Policy Framework and the strategic policies of the adopted Stratford upon Avon District Council Local Plan

**Committee members also accept the following principles in conducting their role (known as the Nolan Principles as recommended by the Committee of Standards in Public Life 1995)**

**Selflessness:** Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

**Integrity:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

**Objectivity:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership:** Holders of public office should promote and support these principles by leadership and example.

<http://www.archive.official-documents.co.uk/document/parlment/nolan/nolan.htm>