

WOLDS VILLAGES NEIGHBOURHOOD PLAN

BURTON ON THE WOLDS, COTES AND PRESTWOLD PARISH COUNCIL
HOTON PARISH COUNCIL

JOINT NEIGHBOURHOOD PLAN COMMITTEE TERMS OF REFERENCE

Aim of the Joint Committee:

To produce a Neighbourhood Plan which seeks to meet the current and future social, economic and environmental needs of residents, for approval by both Parish Councils.

Role of the Joint Committee:

- 1) To produce a costed project plan with time-scales and milestones at which the Parish Councils will need to make resolutions and which will include the required steps for producing a Neighbourhood Plan, for approval by both Parish Councils.
- 2) By considering a variety of options, obtain the necessary funding required to deliver a quality Neighbourhood Plan.
- 3) To review the use of professional services in the production of the plan and appoint if funding is available.
- 4) To report progress on the Neighbourhood Plan to both Parish Councils at their respective Parish Council meetings.
- 5) To involve the local community by ensuring they receive adequate communications using a range of media including notice boards, the Link Magazine, email newsletters, leaflets and public meetings.
- 6) To develop and implement a 'Stakeholder Plan' to ensure consultation is broad and views from a variety of sources are considered as part of the Neighbourhood Plan process (including residents from all parts of the communities, employers, employees, local groups, landowners).
- 7) To co-ordinate consultation and data gathering activity (moderated by the clerk to ensure Data Protection Act compliance), including enabling the communities to identify and prioritise the key developmental issues for the Neighbourhood Plan area (considering areas including housing, services, employment, transport and green infrastructure).
- 8) To use the data and information gathered to produce an evidence base for the plan which will include and build upon existing evidence such as Village Design Statements, Parish Plans and Heritage Appraisals.
- 9) To review the evidence base and use it to consider possible options before producing a draft plan to include the quantities of any additional housing, the allocation of site(s) and policies which shall meet the legislative requirements of a Neighbourhood Plan, for approval by both Parish Councils.
- 10) To ensure effective delivery of an adopted plan, developed through a recognised process of consultation, examination and referendum.
- 11) To liaise with the clerk throughout the production of the plan to ensure that actions are within the power and capability of the Joint Committee.
- 12) To liaise with Charnwood Borough Council, Leicestershire County Council and other appropriate bodies as required for the production of the Neighbourhood Plan.

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Administration:

Burton on the Wolds, Cotes and Prestwold Parish Council shall be considered the lead Council for administrative purposes and shall hold and manage the finances of the joint committee, which shall be recorded by the clerk on a spreadsheet which shall be separate from the accounts of the Parish Council.

Finances:

The expenditure incurred by the committee shall be split proportionally with Burton on the Wolds, Cotes and Prestwold Parish Council contributing 80% and Hoton Parish Council contributing 20%. This division is based upon the electorate of each parish.

Delegated Powers:

The joint committee has the delegated authority to approve items of expenditure up to and including £499.99, so long as the total expenditure over each year does not exceed the funds held by Burton on the Wolds, Cotes and Prestwold Parish Council for the Joint Committee. All items of £500.00 and over are to be referred to both full Councils, with research, for discussion and approval.

Membership:

Up to three Parish Council members appointed by each of the two Parish Councils and other interested members of the community who are co-opted to the Joint Committee (with a maximum of twelve members in total). The term of office for each member shall for a year, beginning the May of each year.

The Chairman and Vice-Chairman of the Joint Committee shall be Parish Councillors.

Meetings:

Formal meetings will take place as often as required to carry out the specified role and at least six times each year.

Minutes of the meetings will be kept by the clerk, or in her absence a nominated group member, and shall be circulated to both Parish Councils.

Time-scale:

The production of the Neighbourhood Plan is expected to take 18 months to two years.

A project plan with a breakdown of tasks and time-scales shall be produced within the first three months.

Approved by Hoton Parish Council on 8th September 2014 and by Burton on the Wolds, Cotes and Prestwold Parish Council on 7th October 2014.