

Aberford and District Neighbourhood Development Plan: Terms of Reference

1. Introduction

Aberford and District Parish Council took the decision to produce a Neighbourhood Development Plan at its meeting on 17th January 2012 following the Government's publication in 2011 of its Localism Bill. In order to produce this plan the Parish Council will establish a Management Group to oversee a process that will result in the preparation of a draft Plan which will be put to a public referendum. In doing so it is deemed appropriate that the Management Group are provided with and accept the following terms of reference.

The plan will seek to:

- Identify all the important aspects of life in the parish for which plans for the future are needed, with particular regard to land use; and
- Bring forward proposals which will enhance the quality of life in the Parish in the years to come.

2. Membership of the Management Group

i. The Management Group will be formed primarily from local volunteers who reside or work in the parish. The group should be representative as possible with respect to the four wards of the parish, i.e. Aberford, Lotherton, Parlington, Sturton Grange. Elected members or officers of the Parish Council may also be members of the Management Group.

ii. The Management Group will aim for a maximum membership of 25 persons.

iii. The Management Group may form Working Groups or sub-committees to undertake various aspects of the work involved in producing the Neighbourhood Development Plan.

iv. The Management Group will be supported by officers of Leeds City Council. The Local Planning Authority are obliged to provide assistance under the statutory provisions of the Localism Act 2011.

3. Roles and Responsibilities of the Management Group

The local representatives who are members of the Management Group will:

- Promote the process of preparing the Neighbourhood Development Plan and 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 sub-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 Management or Working Group Minutes can be noted.
- Support the Local Planning Authority and Aberford and District Parish Council during the referendum process.

The Parish Council will:

- Support the Management Group throughout the process providing sufficient assistance and financial resources to ensure the plan is prepared expeditiously providing that overall expenditure falls within the budget allocated by the Parish Council.
- Support the Management Group to ensure the Plan conforms to national and local policy, and is sound and robust enough to withstand independent examination. Outside professional expertise and aid may be sought to ensure this objective is met.
- Work with the Management Group and the local community to establish that future infrastructure needs of the parish are provided prior to any housing or other development forthcoming as a result of the Leeds Core Strategy and Local Development Framework occurring within the Parish.
- Work with the Management Group to develop policies to guide the future development and use of land in the area.
- Support the Management Group in developing sustainability appraisal or other assessments requested by the Local Planning Authority prior to the Plan being submitted.
- Support the Management Group in efforts of engagement and consultation with the local community throughout the plan making process.
- Facilitate any required contact with the relevant statutory bodies or parties who must be consulted during the plan making process.
- Carry out all statutory duties contained in the Neighbourhood Planning (General) regulations 2012 and engage with Leeds City Council during the referendum process of the plan for which the principle authority are responsible.
- Following the preparation of the draft Plan and with the agreement from the Group, submit the plan to the Local Planning Authority for inspection and independent examination.
- Provide appropriate budgetary support, not outlined above, for the production and local promotion of the Plan within the budget allocated by the Council.

All Members of the Management Group 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 Management Group.
- 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, to anyone wishing to undertake development in the parish, or to anyone wanting to be involved in the plan making process.
- Work together for the benefit of the communities within the parish.
- Treat other Members of the Group with respect and dignity, allowing Members to express their views without prejudice and interruption.
- The group will be deemed to be quorate if a minimum of 8 members are in attendance. If inquorate, meetings may proceed but any decisions taken may be advisory only and require future ratification by the group when a quorum can gather.
- Any decisions taken by the Management Group, other than those delegated to appointed officers, will be carried forward if the majority (more than 50%) are in favour. For voting purposes, the Group must be quorate.
- All decisions taken by the Management Group are subject to ratification by the full Parish Council.

4. Officers of the Management Group

- The Group 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.

· The group will also appoint a secretary to be responsible for co-ordinating the work of the management group and any sub groups established.

5. Frequency, Timing and Procedure of Meetings

· The Management Group will usually meet monthly although sub groups may meet more frequently as necessary.

· All meetings shall be open and may be attended by residents or those who work in the area identified for the plan to observe or participate in the proceedings.

· The Management Group shall keep Minutes of meetings which will be open to public scrutiny. These will be publicised on the Management Group web site and displayed in the notice boards, library or such other prominent places as may be requested.

· Notices, Agenda, Minutes and associated papers shall normally be despatched to Management Group members by email unless otherwise specified or agreed.

· Meetings shall be conducted in accordance with set procedure to be determined and agreed by the Management Group.

· The Management Group will regularly update and report its progress to the Clerk of the Parish Council ensuring that s/he is aware of the on-going budgetary implications associated with the project.

· The Management Group will report back to the full Parish Council at each Council meeting where Neighbourhood Planning will be a standing agenda item.

· The Terms of Reference will be reviewed throughout the project and amended as required. Any changes to Management Group Terms of Reference shall require Parish Council agreement