

Tattenhall & District Parish Council

Terms of Reference Neighbourhood Plan Review Committee

Purpose

The Neighbourhood Plan Review Committee, the qualifying body, supports the Parish Council to carry out the following tasks:

- Monitor the performance of the Neighbourhood Plan annually using the methodology adopted by Cheshire West and Chester Local Plan annual monitoring
- Review the policies of the Neighbourhood Plan making changes depending on the results of the annual monitoring report.
- Investigate and identify support for the monitoring and review of the Neighbourhood Development Plan.
- Identify sources of funding and complete applications forms to be signed off by the Parish Council
- Take responsibility for planning, budgeting and monitoring expenditure on the review of Neighbourhood Development Plan and report back to the Parish Council on these matters.
- Decisions on expenditure are to be made in accordance with the Parish Council Finance Regulations.
- Liaise with relevant authorities and organisations to make the Neighbourhood Development Plan as effective as possible.
- Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible.
- Determine the types of survey and monitoring information to be used.
- Be responsible for the analysis of any survey, as well as the production and the distribution of monitoring reports and surveys.
- Report back to the Parish Council as necessary or at least every three months on progress, issues arising and outcomes.

Membership of the Committee

The Committee will be formed primarily from local volunteers who reside or work in the designated area. The group should be representative by consisting of a cross-section of local people and elected members or officers of the Parish Council.

The Committee has delegated powers and may form Working Groups or subcommittees to undertake various aspects of the work involved in the monitoring and review of the Neighbourhood Development Plan.

The Committee will be supported by senior officers of Cheshire West and Chester Council. The Local Planning Authority are obliged to provide assistance under the statutory provisions of the Localism Act 2011. Group - Community Planning Guidance

The Committee can comprise:

Parish Councillors

- Individuals who are resident in the designated area
- Individuals who work in the designated area.
- A representative of an agreed local community group
- A representative of an agreed local business
- A representative of an agreed Local land-owner

Members of the committee will have voting rights and the Chairman a casting vote under section 13(3), (4)(e) or (4)(h) of the Local Government and Housing Act 1989

Consultants without voting rights may also be members of the committee.

Members of the Committee are appointed by resolution of Tattenhall & District Parish Council.

New Committee members may join during the year if authorised by Parish Council.

Meetings

- The Committee shall normally meet monthly (but every two months as a minimum), or as may be required.
- Three Members or one-third of the Committee shall constitute a quorum for meetings whichever is the greater (as per standing orders)
- At least three clear days' notice of meetings shall be sent to members via email, and appropriate to, each individual member. Whenever possible, notices of meetings should detail the matters to be discussed.
- The Clerk shall keep a record of meetings, and circulate notes to Committee members and the Parish Council in a timely fashion. Minutes should also be placed on the Parish Council Website Neighbourhood Plan page in draft form as soon as possible after the meeting and within one month of the meeting.
- It is recommended that an annual rolling schedule of meetings is set in place, preferably at the first meeting of the Committee and made available to the public via notice boards/websites.
- All meetings of the Committee will be open to the public and public participation will be allowed.
- Copies of the Parish Council's Code of Conduct will be available at all Neighbourhood Plan (NP) Review meetings.

Defining Roles

- The Chairman and Vice Chairman of the Committee shall be appointed at the first meeting of the Committee during the Municipal Year (as per standing orders) or as soon as reasonably practicable thereafter.
- Wherever possible all other members should have a specific role, to be agreed by the Committee. (For details see Roles & Relationships.)
- Each member should declare their capacity (one only) for membership, either resident in the designated area, working in the designated area, Parish Councillor, representing an agreed local community group, local business, local landowner or consultant.

Roles & Relationships

- Parish Council insurance will cover the previously agreed activities of the Committee and volunteers, but Committee members, in liaison with the Parish Clerk, need to ensure that terms of the insurance are not breached.
- Parish Councillors who are also members of the Committee, will act as a liaison between the two bodies and provide a regular report to the Parish Council, for endorsement.
- The Parish Council will provide the opportunity for the endorsement of regular reports via its meeting agenda.
- Working Groups will carry out duties specified by the Committee, which may include, but not limited to:-
 - Data gathering
 - Consultations
 - Making recommendations
- The make-up and purpose of Working Groups will be regularly reviewed by the full Committee
- It is expected that all Committee members abide by the principles and practice of the Parish Council Code of Conduct (annex to be added) including declarations of interest.

Working Groups

- The Committee will establish such Working Groups as it considers necessary to carry out the functions specified by the Committee.
- Each Working Group will appoint a lead person who will report back to the Committee on the monthly meetings. (A representative will be nominated

from the Working Group if the lead person is unable to make a Committee meeting).

Finance

- All grants and funding will be applied for and held by the Parish Council, who will ring-fence the funds for Neighbourhood Development Plan Review purposes only.
- Notification of all planned expenditure will be submitted to the Parish Council for approval before actual costs are incurred.
- The Clerk shall keep a clear record of expenditure supported by receipted invoices and will regularly review and update the budget.
- Volunteers who wish to claim expenses should refer to the Parish Council expenses policy.
- The Clerk will report back to the Sub-Committee and the Parish Council on planned and actual expenditure for the project.
- Orders for expenditure should be issued by the Clerk in accordance with the Council's Finance Regulations.
- Invoices will be made out in the name of the Parish Council who will pay them at their next scheduled Parish Council meeting.
- Members of the community who are involved as volunteers with any of the Working Groups may claim back any previously agreed expenditure that was necessarily incurred during the process of monitoring or reviewing the Neighbourhood Development Plan. This includes, but is not limited to, postage, stationery, telephone calls and travel costs.

Review of the Committee

The terms of reference of the Review committee shall be reviewed annually by the Parish Council at the Annual (First) meeting of the Parish Council.

**Adopted by Tattenhall & District Parish Council
September 2019 – Resolution 19/206.**