

Terms of Reference for the Yaxham Neighbourhood Plan Working Group

1. Purpose

To oversee and co-ordinate the production of a sound and legally compliant Neighbourhood Plan “NP” covering the parish of Yaxham, in the Breckland District, the “designated neighbourhood area”, working with members of the community and the Parish Council to achieve this aim.

The NP 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 including the “Your Yaxham” Community Led Plan (2013). The NP will include or be supported by an audit trail of evidence and an appropriate delivery plan setting out, where relevant, the means by which these policy priorities may be implemented.

2. Principles

The Working Group will:

- undertake the process in a democratic, transparent and fair fashion;
- give or encourage those who live in Yaxham the opportunity to inform and shape the process;
- make this a positive and constructive process;
- to improve quality of life and strengthen the community.

3. Tasks and Activities

- Regularly report to the Parish Council and ensure that they are fully informed throughout the process, and appropriate decisions referred to them when applicable.
- Key decisions will be mutually agreed by the Working Group and Parish Council.
- Prepare a project plan to set out how they will create a NP.
- The project plan will include a budget and a timeframe to focus activity and to aid planning.
- Publicise the intention to produce a NP, to inform and engage the community, and publicise all subsequent activities and progress.
- Meet regularly to agree actions and discuss issues that arise, in order that the process is dealt with in an efficient and timely manner.
- Build on the information in the “Your Yaxham” Community Led Plan.
- Establish and understand the needs of residents and what the long term vision or aspiration is.
- Decide upon and, if required, set up sub-Groups to assist with specific areas of the NP subject to this being agreed and delegated by the full Working Group.
- Liaise with residents, partners and stakeholders throughout the development of the NP.
- Consult as widely and thoroughly as is possible to ensure that the draft and final NP is representative of the views of the residents.
- Analyse the available information to prepare the draft and final NP.
- Produce notes/minutes from Working Group meetings and circulate to the Parish Council and Working Group members (and others as agreed to be appropriate).
- Set up a mechanism to inform interested residents of progress e.g. monthly updates by email, website, Streetlife, and physically on Parish Notice Boards and by leaflet as appropriate. Encourage residents to sign up to these.
- Actively publicise the draft NP prior to the Referendum.
- Agree financial arrangements and budget with the Parish Council.

4. Reporting and Communication

- The Working 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 Plan. The Group will report monthly to the Parish Council setting out progress on its work. The Parish Council will approve the Submission Draft Neighbourhood Plan prior to publication for consultation and independent examination.
- The plan-making process will be under the auspices of the Parish Council as local authority and qualifying body. All publications, consultation and community engagement exercises will be undertaken on behalf of Yaxham Parish Council with appropriate recognition of the Parish Council's position given in all communications associated with the project.

5. Membership and responsible persons

- There will be a maximum of 10 members of the Working Group, to include the Chairman of the Parish Council, or his nominee, and representation from residents and key organisations in the parish.
- Members must reside in Yaxham. A person living outside the parish but running an established local business may be invited to join, subject to there being no conflict of interest.
- The Working Group shall be quorate when at least half of the members attend and decisions can be made by simple majority;
- Interim decisions can be made by members via email/ telephone communications and reported at the subsequent meeting.
- The Neighbourhood Plan Working Group will elect a chair at the first meeting and define how secretariat and publicity roles will be carried out. The role of the Chairman will be to oversee and chair meetings defining agenda and ensuring actions are followed up as necessary. The chairman will also ensure that members' interests are registered and any conflict of interest recognised and measures taken to address them, especially during meetings.
- People who wish to be involved in the NP but do not wish to become Working Group members will be welcome to Working Group meetings. They will effectively form a wider advisory Group and means of communicating with others in the parish but only Working Group members will have a vote at such meetings.
- Breckland District Council officers or Councillors, as well as other agencies appointed by the Council to support the process cannot be voting members of the Working Group but are able to attend meetings and contribute to the discussions as required.
- In conducting their role, Working Group members must accept the Nolan Principles as recommended by the Committee of Standards in Public Life 1995.

6. Roles within the Working Group

- The Working Group shall elect a Chair, Vice Chair, Treasurer and Secretary (the "Officers"). If the Chair and Vice Chair are unable to attend a meeting then a temporary Chair (selected from the Working Group members) will be elected for that meeting.
- The Secretary will take notes/minutes from the meeting, record main decisions and action points; and make available to the public these and any relevant information as appropriate. Minutes of each meeting of the Working Group should be forwarded to the Yaxham Parish Council clerk for inclusion in the next Parish Council meeting.

7. Working Group Meeting Arrangements

- The Working Group shall meet regularly, on the [second Wednesday of each month at 7.30pm]. When necessary, additional meetings may be organised.
- The public are welcome to attend Working Group meetings and speak at the Chairpersons discretion.
- Decisions from sub-groups should be relayed back to the full Working Group for ratification and/or information.
- From time to time other stakeholders or interested parties may be invited to attend a specific Working Group meeting to give a presentation and/or discuss their interest in the proposed NP.
- A list of Working Group members and contact details shall be maintained.
- Details of, and any changes to, the Working Group membership will need to be notified to Yaxham Parish Council.

8. Finance

- The Working Group will undertake the project plan (including budget and timeline). The Working Group may make recommendations to Yaxham Parish Council to vary the project plan.
- The Treasurer will set up and be responsible for any bank accounts to hold the funds for the Working Group. Money can only be expended with at least two of the four Officers' signatures.
- The working Group may only agree expenditure that falls within the project plan and where there are sufficient funds held by the Working Group to cover such expenditure.
- Budget expenditure to be agreed by majority decision by the Working Group.
- Finance decisions will need to be recorded in the minutes and notified to the Parish Council as part of the regular reporting.
- Any expenditure in excess of the funds available will need to be proposed to and agreed by Yaxham Parish Council.

9. Changes to the Terms of Reference

Any amendments to the terms of reference may be proposed at a Working Group meeting and agreed by the majority of the Working Group members. Proposed amendments must be presented to Yaxham Parish Council for approval.

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