

Implementation & Monitoring Phase

The Yaxham Neighbourhood Plan “NP4Yaxham” was “made” by Breckland Council at its full Council Meeting on 22nd June 2017. The NP4Yaxham Working Group, has therefore completed the initial phase of producing a sound and legally compliant Plan for the Parish of Yaxham. The next phase of this work is the Implementation & Monitoring of the Plan as set out in the Plan itself, hence the Working Group’s Terms of Reference, agreed in September 2015, are amended to reflect this.

1. Purpose

This sub-Committee of Yaxham Parish Council is to assist the Council and the community in monitoring and implementing the NP4Yaxham made in June 2017, and related planning matters, in line with section 13 of NP4Yaxham and Parish Action Point 9 on p59.

2. Principles

The Working Group is a sub-committee of the Parish Council and therefore will abide by the Parish Council’s Standing Orders and Financial Protocols in so far as they apply to a sub-committee.

The Working Group will:

- operate 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 an annual project plan to support this process.
- The project plan will include a budget and a timeframe to focus activity and to aid planning.
- Publicise the formation of the Working Group in order 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 Purposes are addressed in an efficient and timely manner.
- Build on the information in the “Your Yaxham” Community Led Plan and NP4Yaxham to understand the evolving needs and priorities of residents for planning and related matters.
- Decide upon and, if required, set up sub-Groups to assist with specific areas of the process subject to this being agreed and delegated by the full Working Group.
- Liaise with residents, partners and stakeholders.
- Consult as widely and thoroughly as is possible to ensure that work of the Working Group is representative of the views of the residents.
- Produce notes/minutes from Working Group meetings and circulate to the Parish Council and Working Group members (and others as agreed to be appropriate).
- To keep informed interested residents through periodic newsletters, e-newsletters, email, social media and through the website www.np4yaxham.com, as well as by physically on Parish Notice Boards and by leaflet as appropriate.
- Agree financial arrangements and budget with the Parish Council.

4. Reporting and Communication

- The Working Group is established as a sub-Committee of the Parish Council and shall have full delegated authority from the Parish Council to deliver the purposes set out above. The Group will report regularly to the Parish Council setting out progress on its work.
- The plan-monitoring 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/her nominee, and volunteers from residents in the parish.
- Members must reside in Yaxham or within 3 miles of the parish boundary. 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 Working Group will elect a chairman at its first meeting after the Annual Parish meeting in May each year. 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 work of the Working Group, 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 Breckland Council, 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 and the Parish Council’s Code of Conduct.

6. Roles within the Working Group

- The Action Group shall elect annually a Chairman, Vice Chairman, Treasurer and Secretary (the “Officers”). If the Chairman and Vice Chairman are unable to attend a meeting then a temporary Chair (selected from the Working Group members present) 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 Parish Council clerk for inclusion in the next Parish Council meeting. In the event that the Secretary is not present at meetings of the Working Group then a “Minutes Secretary” will be appointed for the purposes of that 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 as required.
- The public are welcome to attend Working Group meetings and speak at the Chairman’s 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 NP4Yaxham and the monitoring and the process of implementation.
- 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 Parish Council.

8. Finance

- The Working Group will set out annually its project plan, and proposed budget. The Working Group may make recommendations to the Parish Council to vary the project plan and budget.
- Where possible the Working Group will identify external grant-funding where applicable for its planned activities. Where available grants do not cover the proposed budget, it will be for the Parish Council to consider providing the balance.
- The Working Group may only agree expenditure that falls within the project plan and where there are sufficient funds allocated to the Working Group to cover such expenditure.
- Budgeted expenditure up to £600 for any one item (excluding VAT) may be incurred by the Working Group without requiring Parish Council prior agreement.
- 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 allocated 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. Any such proposed amendments must then be presented to Yaxham Parish Council for approval.

July 2017