Addingham Neighbourhood Plan Review Group

**Terms of Reference**

1. Purpose

The main purpose of the Neighbourhood Plan Review Group (“the Group”) is to act as a working (or discussion) group of the Parish Council, advising the Council on the development of the neighbourhood planning process for Addingham, following a successful community referendum and adoption of the Addingham Neighbourhood Plan (“the Plan”) by BMDC as part of its Core Strategy.

The Group will review and report to the Parish Council on comments and feedback received during public consultations, and, after the referendum, will oversee the implementation of planned actions and village improvements, and will also carry out the detailed work required in bringing forward any modifications to the Plan, as requested by the Parish Council.

2. Principles

The Group will undertake its role in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community.

3. Roles and Responsibilities

In order to achieve its purpose, the Group, with the help of consultants appointed by the Parish Council, if any, will:

• Receive, analyse and review any comments made on the draft Plan during formal consultation and examination prior to referendum, and report to the Parish Council with recommendations for any action which needs to be taken;

• Meet as and when required to discuss progress on the development of the neighbourhood planning process post referendum;

Oversee the work of implementing actions identified in the Plan, working with members of the community and community groups as appropriate, and reporting on a regular basis to the Parish Council on progress;

• Oversee the detailed work required in bringing forward any modifications to the Plan post referendum; and

• Make recommendations to the Parish Council as regards the development of a revised Addingham Neighbourhood Development Plan, incorporating any modifications necessary to update and improve it.

4. Membership

The Group will initially be made up of three Parish Councillors appointed by the Parish Council and will have powers to co-opt village representatives (up to a maximum of 6 at any one time). Co-optees will be drawn from a cross-section of community volunteers, and membership may change from time to time, depending on the stage reached in the review process.

5. Decision Making

The Group has no delegated authority from the Parish Council to take decisions or to incur expenditure on the Parish Council’s behalf. The Group will report as necessary to the Parish Council setting out progress on its work.

The process of reviewing and modifying the Plan remains the responsibility of the Parish Council as the qualifying body. All review material, consultation comments, analysis and reports will be handled by the Group on the basis that information and data is being gathered for the Parish Council in order to inform the Council’s decisions on the further development of the Plan.

6. Meetings

* Group meetings will take place as and when required, and attendance at meetings may be flexible depending on the need for particular input from members. As required, and by invitation, community volunteers and members of the public providing assistance on certain aspects of the business may also attend. The quorum for meetings will be one-third of the current members of the Group, but one member of the Parish Council must always be present.
* Where possible, all meetings will be held within the Parish.
* Meetings will not be held in public.
* The Group will be chaired by a member of the Parish Council.
* A record of the discussions held at each meeting will be kept by the Clerk to the Council, and notes of meetings will be circulated to Group members and to the Parish Council in a timely fashion.
* The decisions of the Group, in making recommendations to the Parish Council, will be reached by a simple majority of Group members present at meetings.

8. Finance

* All grants and funding, as available, will be applied for and held by the Parish Council.
* The Group will make recommendations to the Parish Council if any of its work requires expenditure.
* Members of the Group and volunteers may claim back any previously agreed expenditure necessarily incurred during any work on reviewing and advising on the development of the Plan.

9. Conduct

* It is expected that all Group members will abide by the principles and practice of the Parish Council’s Code of Conduct.
* Whilst members as individuals will be accountable to their parent organisations (if any), the Group as a whole is accountable to the wider community for ensuring that their work reflects their collective expectations.
* The Group will achieve this through applying the principles set out I-III below. Members will:

1. Be clear and open when their individual roles or interests are in conflict with those of the Group, and, if necessary, abstain from discussions in circumstances where there may be a conflict of interest;
2. Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief; and
3. Actively promote equality of access and opportunity.

10. Changes to the Terms of Reference

These terms of reference may only be amended with the approval of the Parish Council.

11. Dissolution

The Group will be dissolved once its objectives have been attained and/or when the Parish Council considers its services to be no longer required.