Addingham Neighbourhood Plan Forum

**Terms of Reference**

1. Purpose

The main purpose of the Forum is to act as a working (or discussion) group in carrying out detailed preparatory work on drafting the Neighbourhood Plan for Addingham, so that the Parish Council may progress it to Independent Examination, a successful community referendum, and ultimately to adoption by BMDC as part of its Core Strategy.

The Forum will engage with the local community to ensure that the Plan is truly representative of local views. The Forum will maximise support for the approach taken in the Neighbourhood Plan by ensuring high levels of community engagement throughout the plan-making process.

2. Principles

The Forum will undertake the neighbourhood planning process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community.

All decisions made by the Parish Council shall be fully evidenced and supported through consultation with the local community.

3. Roles and Responsibilities

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

• Manage the process of drafting the Neighbourhood Plan for Addingham by gathering information as and when required;

• Produce, monitor and regularly update a project timetable, which will include a consultation and engagement strategy (showing how the public will be involved throughout the process), for adoption by the Parish Council;

• Analyse and collect evidence to support the plan production process, gathering data from a wide range of sources and liaising with relevant authorities and other organisations to ensure that the conclusions reached in the Plan are fully evidenced and that the views and comments of all residents are understood;

• Identify sources of funding;

• Regularly report back to the Parish Council with recommendations for any decisions which need to be taken; and

• Agree, subject to ratification by the Parish Council, a final submission version of the Addingham Neighbourhood Development Plan. cross-section of volunteers from the community

 4. Membership

The Forum will be made up of a Core Group, comprising the Parish Councillors appointed annually at the Annual Council Meeting in May, plus a number of village representatives including the 6 members of the preceding Steering Group. Core Group Forum members may call on advice/assistance from a cross-section of volunteers from the community from time to time, depending on the stage reached in the plan process.

5. Decision Making

The Forum has no delegated authority from the Parish Council to take decisions or to incur expenditure on the Council’s behalf, except that any requirements for urgent expenditure (eg on printing costs and administration) up to a limit of £500 may be approved by the Clerk. The Forum will report monthly to the Parish Council setting out progress on its work. The Parish Council will approve the Submission Draft Neighbourhood Development Plan prior to publication for consultation and independent examination.

The plan-making process remains the responsibility of the Parish Council as the qualifying body. All publications, consultation and community engagement exercises will be undertaken by the Forum on the basis that information and data is being gathered for the Council in order to inform the Council’s decisions on the preparation of the Neighbourhood Plan.

6. Meetings

* Forum meetings will take place as and when required, but normally on a monthly basis on the third Monday of each month, and attendance at meetings may be flexible depending on the stage of the Plan process reached and 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 Plan may also attend. The quorum for meetings will be one-third of the Core Group members present, but one member of the Parish Council must always be present.
* Where possible, all meetings will be held within the Parish. The dates of future meetings will be made publicly available via the Parish Council website.
* The Forum will be chaired by a member of the Parish Council.
* The Forum will ensure that a record is kept of the discussions held at each meeting, and that notes of meetings are circulated to Forum members and to the Parish Council in a timely fashion. Notes of meetings shall be made publicly available on the Parish Council website.
* The decisions of the Forum, in making recommendations to the Parish Council, will be reached by a simple majority of Core Group members present at Forum meetings.

8. Finance

* All grants and funding will be applied for and held by the Parish Council.
* The Forum will notify the Parish Council of any planned expenditure before it is incurred and make recommendations to the Council for it to be so expended.
* Forum members and volunteers may claim back any previously agreed expenditure incurred during any Neighbourhood Plan related work.

9. Conduct

* It is expected that all Forum members will abide by the principles and practice of the Parish Council’s Code of Conduct including declarations of interest.
* Whilst members as individuals will be accountable to their parent organisations (if any), the Forum as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.
* The Forum will achieve this through applying the following principles:
1. Be clear and open when their individual roles or interests are in conflict;
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 Forum will be dissolved once its objectives have been attained and/or when the Parish Council considers its services to be no longer required.