

**Bagworth & Thornton Parish Council**  
**With**  
**Stanton-under-Bardon Parish Council**  
**Neighbourhood Planning Committee**  
**Terms of Reference**

**Purpose of the Committee**

The committee is responsible for the creation of a Neighbourhood Development Plan for Bagworth, Thornton & Merry Lees and Stanton-under-Bardon and this shall include the following responsibilities:

1. To develop in consultation with the residents of Bagworth, Thornton and Merry Lees and Stanton-under-Bardon, a sustainable plan for the development of the village for a 15 year period from 2017/32, which shall ultimately be adopted by Bagworth & Thornton and Stanton-under-Bardon Parish Councils to becoming planning policy.
2. The Committee has delegated powers to incur expenditure for the professional services of a planning consultant who is a member of the Royal Town Planning Institute (RTP) within the approved annual budget for the committee in 2017/18.
3. Subject to item 4, the Committee shall seek to establish a Neighbourhood Development Plan for Bagworth, Thornton and Merry Lees and Stanton-under-Bardon subject to statutory examination and referendum.
4. The Committee shall not delegate the discharge of its functions to a sub-committee or to a staff member, but it may appoint an advisory sub-committee.
5. The Committee shall engage with the local community to ensure that the Plan is truly representative of the ambitions of the Parish. The Committee will maximise support for the approach taken in the Neighbourhood Plan by ensuring high levels of community engagement throughout the plan-making process.

**Principles of the Committee**

6. The Committee will undertake the 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.
7. All decisions made shall be fully evidenced and supported through consultation with the local community.

**Roles and Responsibility of the Committee**

8. In order to achieve this, the Committee will carry out the following roles:
  - a. Be accountable for providing strategic management of the Neighbourhood Plan for Bagworth, Thornton and Merry Lees and Stanton-under-Bardon;
  - b. Produce, monitor and update a project timetable;

- c. Produce a consultation and engagement strategy, showing how the public will be involved throughout the process;
- d. Regularly report back to the Parish Councils for endorsement of decisions taken;
- e. Undertake analysis and evidence gathering to support the plan production process;
- f. Actively support and promote the preparation of the Bagworth, Thornton and Merry Lees and Stanton-under-Bardon Neighbourhood Development Plan throughout the duration of the project;
- g. Identify sources of funding;
- h. Liaise with relevant authorities and organisations to make the plan as effective as possible;
- i. Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of all residents are understood
- j. Consult as widely and thoroughly as is possible to ensure that the draft and final Neighbourhood Development Plan is representative of the views of residents;
- k. Agree, subject to ratification by the Parish Councils, a final submission version of the Bagworth, Thornton and Merry Lees and Stanton-under-Bardon Neighbourhood Development Plan;

#### **Membership of the Committee**

##### **9. The Committee:**

- a. A person cannot be appointed as a non-councillor member of the committee or sub-committee if they would be disqualified from being elected or being a councillor of a local council. They cannot be appointed as a non-councillor if they:
  - i. Hold any paid office or employment to which they have been appointed by the council or by any joint committee on which council is represented; or
  - ii. Is the subject of a bankruptcy restriction order or interim bankruptcy order; or
  - iii. Has within the five years before the day of election, or since their election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has had passed on them a sentence of imprisonment of at least three months (whether suspended or not) without the option of a fine; or
  - iv. Has been found guilty of corrupt or illegal practice or was responsible for incurring unlawful expenditure and the court orders their disqualification.
- b. Shall be made up of a cross-section of volunteers from the community, including Parish Councillors. Effort will be made to seek representation from under-represented sections of the community.
- c. Membership will be open to the public indefinitely, up to a maximum of 16 members.
- d. Members must declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group. This may include membership of an organisation, ownership or interest in land (directly or

- indirectly) or a business or indeed any other matter likely to be relevant to the work undertaken by the committee.
- e. When a non-councillor has voting rights on a question that fails to be decided at any meeting of the committee, they are also subject to the code of conduct adopted by the council. A non-councillor with voting rights has statutory obligations about the registration and disclosure of disclosable pecuniary interests, whether or not these obligations have been incorporated in the councils' code of conduct.
  - f. Ensure that there is no discrimination in the plan making process and that it is a wholly inclusive, open and transparent process to all grounds in the Parish and to those wishing to undertake development or be involved in the plan making process.
  - g. Work together for the benefit of the communities established with the Parish.
  - h. Treat other Members of the Committee with respect and dignity, allowing Members to express their views without prejudice and interruption.
  - i. Whilst Members as individuals will be accountable to their parent organisations, the Committee as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.
  - j. The Committee will achieve this through applying the following principles:
    - i. Be clear and open when their individual roles or interests are in conflict;
    - ii. Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief;
    - iii. Actively promote equality of access and opportunity.

### **Decision Making**

#### **10. The Committee:**

- a. Has full delegated authority from the Parish Councils to deliver its plan making functions up to and including publication of the Consultation Draft Plan. The Parish Councils will approve the submission Draft Neighbourhood Development Plan prior to publication for consultation and independent examination.
- b. The plan making process remains the responsibility of the Parish Councils as the qualifying body. All publications, consultation and community engagement exercises will be undertaken by or on behalf of the Parish Councils with appropriate recognition of the Parish Councils' position given in all communications associated with the project.

### **Meetings**

#### **11. Committee meetings:**

- a. Will take place \_\_\_\_\_.
- b. Where possible, all meetings shall be held within the Parishes. The dates of future meetings will be made publicly available via the Parish Councils websites.

- c. Will elect a Chairman, Treasurer and Secretary from its membership to remain in those positions until the project is completed. If these positions should become vacant, the Committee will elect a replacement officer.
- d. At least five clear days' notice of meetings shall be sent to members via email or an alternative agreed communication method.
- e. Decisions made by the Committee should normally be by consensus at Committee meetings. Where a vote is required each member shall have one vote. A minimum of five members shall be present where matters are presented for decisions to be taken. A simple majority vote will be required to support any motion. The Chairman shall have one casting vote.

### **Working Groups**

- 12. The Committee may establish working groups, made up of volunteers from the community to aid them in any Neighbourhood Plan related work
- 13. Each working group should have a lead person from the Committee.
- 14. Members of the community will be encouraged to participate in the process at all stages.

### **Finance**

- 15. The following applies to all finances in connection with the Neighbourhood Development Plan;
  - a. All grants and funding will be applied for and held by the Parish Councils, who will ring-fence the funds for the Neighbourhood Development Plan work. All monies are only to be used to further the aims of the Committee as specified in this document.
  - b. The Committee will notify the Parish Councils, advising them of any planned expenditure before it is incurred.
  - c. Committee members and volunteers from any working groups may claim back any previously agreed expenditure incurred during any Neighbourhood Plan related work.

### **Change to the Terms of Reference**

- 16. These Terms of Reference may be amended with the support of at least two thirds of the current members at a Committee meeting and with the approval of the Parish Councils.

### **Reporting**

- 17. The Committee will report its findings and progress to the Parish Councils including the on-going budgetary implications associated with the project to the monthly Parish Councils meetings.

### **Dissolution**

18. The Committee will be dissolved once its objectives have been attained and / or when at least two thirds of its members and the Parish Councils consider its services are no longer required.
  19. The Committee will then dispose of any remaining funds held in accordance with any conditions imposed by the grant funders and in the best interest of Bagworth, Thornton and Merry Lees Parish and Stanton-under-Bardon Parish. No individual member of the group shall benefit from the dispersal.
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