

Neighbourhood Development Plan



Working Group – Terms of Reference

October 2013

1. The purpose of the Working Group

Haworth, Cross Roads and Stanbury Parish Council is the qualifying body for the preparation of their Neighbourhood Plan for their civil parish area. The Parish Council has agreed to establish a separate project management arrangements to facilitate the delivery of this plan-making function through a Neighbourhood Planning Group.

The purpose of this group is to design and oversee a process that will result in the preparation of the draft plan in order to:-

'Preserve and enhance the quality of life; environment attributes and economic growth and characteristics of the neighbourhood through the empowerment of the local people and communities.'

The process will be:

Inclusive: offering the opportunity to participate to everyone who lives or works in Haworth, Cross Roads and Stanbury.

Comprehensive : identifying all the aspects of life in Haworth, Cross Roads and Stanbury for which we need to plan for the future, and

Positive: bring forward proposals which will improve the quality of life in Haworth, Cross Roads and Stanbury.

2. Tasks

The Working Group will:

- Recommend an outline process for producing the Neighbourhood Plan to the Parish Council for their approval.
- Promote the process of preparing the Plan to encourage participation and the submission of views and ideas, providing updates on the Parish Council and Plan web sites.

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- Organise meetings and appoint sub-groups as required,
- Assess existing evidence about the needs and aspirations of the three villages, advising and making recommendations to the Parish Council,
- Liaise with relevant organisations to secure their input into the process
- Analyse the views, ideas and proposals received during the planning process, and use them to prepare a Draft Plan to present to the Parish Council for their consideration,
- Provide progress reports of every meeting to the Parish Council, and
- Keep the Parish Council informed of on-going budgetary requirements.

3. Membership

Membership of the Working Group shall comprise of eleven members, including at least two Parish Councillors. The group shall be considered to be quorate when one-third of its members are present. If less than three of its members are present then the meeting shall be adjourned.

Residents and any other relevant people may be appointed to the group by co-option. New members will be brought up to speed by existing group members so as not to hinder progress.

4. Meetings

The Working Group will meet regularly whenever appropriate and timed to report to the Parish Council's regular meetings. The agenda and associated papers will be despatched three clear days before the date of the meeting by e-mail.

The Working Group will elect a Chairman and Vice Chairman from current members of the group and will consult with the Parish Council for the approval of those elected. If the Chairman is not present, the Vice Chairman shall take the meeting. If neither the Chairman nor the Vice Chairman is present, members will elect a Chairman for the meeting from those who are present.

If the meeting is being not serviced by the Parish Clerk, then a secretary must be elected.

If members of the public would like to sit in on the meetings, they may do so. But comments must be made through the Chairman. Notes will be taken to assist reporting to the Parish Council.

Decisions taken by the group will be by consensus. Where any vote is required, each member will have one vote. A minimum of three members shall be present where matters are presented for decisions to be taken. A simple majority will be required to support any motion. The Chairman, or in their absence, the Vice Chairman will have one casting vote.

All recommendations made by the Working party are subject to adoption by the Parish Council, and no actions can be taken until that has happened.

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5. Conduct

When undertaking the task of preparing the Neighbourhood Plan, the Working Group will apply the following principles:

To ensure the probity of the group and the plan is open and transparent, *all members of the Working Group 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 of interest in land(directly or indirectly) or business or indeed any other matter likely to be relevant to the work undertaken by the Working Group.

Ensure that there is no discrimination in the planning-making process and that it is an inclusive, open and transparent process to all groups in the local communities and those wishing to undertake development or be involved in the process in the community.

Members of the group will work together for the benefit of the community; *treat other members of the group with dignity, courtesy and respect, allowing other members to air their views without prejudice and interruption.*

6. Financial Arrangements

All financial expenditure must be approved by the Parish Council.

Approved by the Parish Council on:.....

Signed:.....