

CHICKERELL TOWN NEIGHBOURHOOD PLAN GROUP

TERMS OF REFERENCE

The Chickerell Town Plan Neighbourhood Plan Group (CTNPG) was set up by Chickerell Town Council to progress a Neighbourhood Plan for the Town area. The Town Council is the 'responsible body' for the preparation of the Neighbourhood Plan (NP), although ultimately the community would determine by referendum whether the plan should be made.

Responsibilities

The CTNPG shall, on behalf of the Town Council, make recommendations to the Town Council before progressing at key stages in the process to:

agree a vision and aims of the NP

agree a pre-submission draft to put to the Town Council for consultation

The Town Council will be responsible for the consideration of consultation responses on the pre-submission draft, and the submission of the plan to the District Council for examination.

The CTNPG is to:

- prepare a programme for producing the NP
- apply for grant funding
- liaise with officers from West Dorset DC and other statutory bodies as necessary
- Inform and consult with residents and other interested bodies as necessary to ensure all members of the community are able to be involved
- gather evidence to support the emerging policies
- engage professional advice as necessary to assist with preparation of the NP
- prepare draft NP with any revisions following public consultation.

Applications for grant funding may be made by the CTNPG on behalf of the Town Council, with any funds to be held by the Town Council. The CTNPG will not incur additional expenditure that is not covered by confirmed grant funding or Town Council specific allocations without approved delegation from the Town Council.

Membership

The CTNPG will include at least 3 Town Council Members plus volunteers living or working in the NP area. Members of the CTNPG should live or work in the NP area, or otherwise clearly show that they have skills or knowledge that would be of use to the process.

The CTNPG should normally consist of at least 4 and up to 10 Members. New members can join the group at any time, having made contact with the Chairman, although a temporary cap may need to be imposed if there would be more than 10 people active on the CTNPG Group. Members who no longer wish to be actively involved should inform the CTNPG. Members who miss 3 consecutive meetings with no reason may be assumed to have left the group. A list of people on the Group will be published and updated as appropriate. All members of the CTNPG are expected to operate in a democratic, transparent and fair fashion

- > treat other Members of the CTNPG with respect and dignity
- > allow opinions and ideas to be put forward by all

- > work constructively with all sectors of the community
- > look positively for solutions to enable development that is needed locally to come forward, whilst protecting those features that are most valued

By joining CTNPG any person agrees to abide by these terms of reference.

Roles within the Chickerell Town Neighbourhood Plan Group

The Chair and the Secretary will be appointed by the Group.

Chickerell Town Neighbourhood Plan Group meetings

The CTNPG committee and sub-group meetings will be held as required - albeit fairly regularly throughout the process - at the Council Offices except when otherwise agreed. Members of the public or representatives from relevant organisations with an interest in the NP may attend to observe committee meetings but are advised to contact the Chairman in advance to check that the meeting is being held and the likely agenda. The Secretary will take notes of the meeting, record main decisions and action points. These minutes will be published on the NP website.

Declarations of Interest

CTNPG members should complete a register of interests form on joining the group, which will be held by the Secretary and may be made available to the Group, the Town Council and to the public on request. At meetings members will be expected to declare any personal or prejudicial interests where decisions or recommendations could result in potential advantage or disadvantage, whether financial or otherwise, to them, their family or close associates. They should not be involved in making any decision regarding that issue.

Reviewing the Terms of Reference

The Town Council will be asked to approve the terms of reference of the CTNPG and any relevant amendments to them suggested by the CTNPG to ensure they are fit for purpose.