

# **Wellow Parish Council**

## **Terms of Reference for Neighbourhood Planning Group**

### **1 Background**

The Neighbourhood Planning Group is a sub committee of the Parish Council and not a separate entity. Its members are drawn from both the Parish Council and the wider Community in order to ensure balanced representation and community engagement.

### **2 Role of the Parish Council**

- 2.1 Retains overall responsibility for the successful execution of the Neighbourhood Planning process and approval of its final deliverables as submitted for inspection and any subsequent referendum
- 2.2 Approves the project scope based on NP team recommendations as part of the “set up” phase
- 2.3 Appoints members of the NP Committee including its Chair and Deputy
- 2.4 Retains direct responsibility for the inspection and referendum phases of the process
- 2.5 Provides agreed support and facilities as required by the NP team including financial, facilities, support and equipment
- 2.6 Actively supports the NP team in managing project risks including those associated with external bodies e.g. TVBC, HCC, etc
- 2.7 Delegates to the NP team execution of the project including recommendations and draft deliverables
- 2.8 Retains financial control and accounting responsibilities including all external payments and bids for and receipt of grants
- 2.9 Retains responsibility for external communications
- 2.10 Formally reviews the process at the end of each Phase i.e. “Set up”, “Community Needs/Priorities”, “Concepts/Options” and “Draft Plan”

### **3 Role of the Neighbourhood Planning Team**

- 3.1 The planning and execution of the process based on the principles of the TVBC template
- 3.2 The organisation of the team including roles and the setting up and resourcing of working groups
- 3.3 The development of recommendations and draft deliverables
- 3.4 Project administration and control including the “information base” and financial management within agreed budgets
- 3.5 Defining and executing the community consultation processes
- 3.6 Reporting regularly back to the PC on progress, risks and issues
- 3.7 Liaising with appropriate external bodies as required e.g. TVBC
- 3.8 Recommendations and deliverables from the NP team will be approved by a majority vote
- 3.9 All members of the NP team will be equal, working members and not representatives of any particular group or organisation
- 3.10 All members will take responsibility for an element of the project e.g. leading a working group or taking a particular role