

Bramham Parish Council – Neighbourhood Plan Steering Group

Terms of Reference

1. Background.

Under the 2011 Localism Bill greater planning powers are devolved to a local level. This is more at LCC level than Parish Council level but at Council level we need to feed in to LCC what development we would find acceptable in Bramham, what infrastructure is needed to support it, and what areas we wish to protect. This is in order to have some input into LCC decision making.

2. Introduction.

Bramham Parish Council agreed at its meeting December 2011 to set up a Neighbourhood Plan Steering Group (NPSG). The NPSG is responsible to Bramham Parish Council.

The NPSG will oversee a process that will result in the preparation of a draft Plan which will be put to a public referendum. In doing so it is deemed appropriate that the NSPG works to the following terms of reference.

The plan will seek to:

Identify all the important aspects of life in the parish for which plans for the future are needed, with particular regard to land use; and

Bring forward proposals which will enhance the quality of life in the Parish in the years to come.

3. Membership of the NPSG

The Management Group will be formed from elected members of the Council and local volunteers who reside or work in the parish.

The Management Group will aim for a maximum membership of 12 persons with a maximum of 4 Councillors.

The Management Group may form Working Groups or sub-committees to undertake various aspects of the work involved in producing the Neighbourhood Development Plan.

The Management Group will be supported by officers of Leeds City Council. The Local Planning Authority is obliged to provide assistance under the statutory provisions of the Localism Act 2011.

4. Roles and Responsibilities of the NPSG

The local representatives who are members of the NSPG will:

Promote the process of preparing the Neighbourhood Plan and be encouraged to participate and provide their views and opinions on the specific topics which are covered during the preparation of the Plan.

Arrange meetings and appoint sub-groups to gather views and consult on emerging policies which are considered appropriate for incorporation in the draft Plan.

Assess existing evidence about the needs and aspirations of the parish.

Liaise with relevant organisations and stakeholders to secure their input in the process.

Analyse the results of questionnaires or other evidence received during the planning process and use them to prepare a robust draft Plan.

Inform the Parish Council of progress on a regular basis.

Support the Local Planning Authority and Bramham Parish Council during the referendum process.

Liaise with adjoining parishes' Neighbourhood Plan Steering Groups as required, and be represented at the Project Board as required.

Delegated Authority:

Spend of monies pre-approved by the Parish Council.

Organisation of meetings required to enable the purpose and responsibilities above.

The Parish Council will:

Support the NPSG throughout the process providing sufficient assistance and financial resources to ensure the plan is prepared expeditiously providing that overall expenditure falls within the budget allocated by the Parish Council.

Support the NPSG ensure the Plan conforms to national and local policy, and is sound and robust enough to withstand independent examination. Outside professional expertise and aid may be sought to ensure this objective is met.

Work with the NPSG and the local community to establish that future infrastructure needs of the parish are provided prior to any housing or other development forthcoming as a result of the Leeds Core Strategy and Local Development Framework occurring within the Parish.

Work with the Management Group to develop policies to guide the future development and use of land in the area.

Support the Management Group in developing sustainability appraisal or other assessments requested by the Local Planning Authority prior to the Plan being submitted.

Support the Management Group in efforts of engagement and consultation with the local community throughout the plan making process.

Facilitate any required contact with the relevant statutory bodies or parties who must be consulted during the plan making process.

Carry out all statutory duties contained in the Neighbourhood Planning (General) regulations 2012 and engage with Leeds City Council during the referendum process of the plan for which the principle authority are responsible.

Following the preparation of the draft Plan and with the agreement from the Group, submit the plan to the Local Planning Authority for inspection and independent examination.

Provide appropriate budgetary support, not outlined above, for the production and local promotion of the Plan within the budget allocated by the Council.

All Members of the NPSG will:

- 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 a business or indeed any other matter likely to be relevant to the work undertaken by the Management Group.
- Ensure that there is no discrimination in the plan making process and that it is a wholly inclusive, open and transparent process to all groups in the parish, to anyone wishing to undertake development in the parish, or to anyone wanting to be involved in the plan making process.
- Work together for the benefit of the communities within the parish.
- Treat other members of the NPSG with respect and dignity, allowing members to express their views without prejudice and interruption.
- The group will be deemed to be quorate if a minimum of 3 members, including 1 councillor and 1 non councillor, are in attendance. If inquorate, meetings may proceed but any decisions taken may be advisory only and require future ratification by the group when a quorum can gather.
- Any decisions taken by the NPSG, other than those delegated to appointed officers, will be carried forward if the majority (more than 50%) are in favour. For voting purposes, the NPSG must be quorate.

4. Officers of the Management Group

- The Group shall elect a Chairman and Deputy Chairman from their number.
- If the Chairman is not present, the Deputy Chairman shall take the meeting. If neither is present, 3 members shall elect a Chairman for the meeting from amongst their number.
- The group will also appoint a secretary.

5. Frequency, Timing and Procedure of Meetings

- The Management Group will usually meet monthly or as agreed.
- All meetings shall be open and may be attended by residents or those who work in Bramham Parish to observe or participate in the proceedings.
- The Management Group shall keep Minutes of meetings which will be open to public scrutiny.

These will be publicised on the NPSG web site accessible from the Bramham Parish Council website www.thisisbramham.co.uk.

- Notices, Agenda, Minutes and associated papers shall normally be despatched to NPSG members by email unless otherwise specified or agreed.
- The Management Group will report back to the full Parish Council at each Council meeting where Neighbourhood Planning will be a standing agenda item.
- The Terms of Reference will be reviewed throughout the project and amended as required. Any changes to NPSG Terms of Reference shall require Parish Council agreement