



Winkleigh Neighbourhood Plan Informal Working Group Terms of Reference

1. Purpose

- a. The main purpose of the Winkleigh Working Group is to oversee the preparation of the Neighbourhood Plan draft document for Winkleigh in order that these will then progress to Independent Examination and a successful community referendum and ultimately be adopted by Torridge District Council to become planning policy.
- b. The Working Group will operate informally and will have no delegated powers from the Parish Council
- c. The Working Group, on behalf of the Winkleigh Parish Council, will engage the local community to ensure that the Plan is truly representative of the ambitions of Winkleigh. The Group will maximise support for the approach taken in the Neighbourhood Plan by ensuring high levels of community engagement throughout the plan-making process.

2. Principles

- a. The Working Group 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
- b. All decisions made shall be fully evidenced and supported through consultation with the local community.

3. Roles and Responsibilities

In order to achieve this, following resolution by the full Parish Council at each relevant stage, the Working Group will carry out the following roles:

- Copy the Parish Clerk into all emails and written correspondence, using the Parish Council address for all correspondence matters and not personal addresses. The Clerk will scan and forward any replies to all NP members when received.
- Evidence gathering and analysis of data used in preparing the Neighbourhood Plan for Winkleigh;
- Produce, monitor and update a project timetable, to include a consultation and public engagement plan;
- Produce a consultation and engagement plan, showing how the public will be involved throughout the process;
- Report back to the Parish Council by written report following each Working Group meeting and verbal account with recommendations at each Parish Meeting for consideration of approval;
- To undertake analysis and evidence gathering to support the plan production process;
- Identify funding requirements and potential sources of funding and report to RFO in writing;
- Liaise with relevant authorities and organisations to make the plan as effective as possible.
- Consult as widely and thoroughly as is possible to ensure that the conclusions reached in the draft and final NDP is evidenced and representative of the views and issues of all residents
- Submit to the Parish Council, a final draft version of the Draft Winkleigh Neighbourhood Development Plan for ratification and submission to Torridge District Council

4. Membership

- a. The Working Group will 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.
- b. Membership of the Working Group will be open to the public indefinitely in addition up to a maximum of 4 Council members.
- c. The Parish Clerk will be an ex-officio member of the NP Working Group



5. Decision Making

- a. The Working Group will report monthly to the Parish Council setting out progress on its work. The Parish Council will consider approval of all expenditure, consultations and the Submission Draft Neighbourhood Development Plan prior to publication for consultation and independent examination following a written report from the Working Group.
- b. The plan-making process remains the responsibility of the Parish Council as the qualifying body. The NP Working Group will seek full Council approval for all publications, consultation and community engagement exercises that will be undertaken by or on behalf of the Parish Council with appropriate recognition of the Parish Council's position given in all communications associated with the project.

6. Meetings

- a. Working Group meetings will take place as necessary, but at least in line with WPC meetings.
- b. Where possible, all meetings should be held within the Parish
- c. The Working Group will elect a Chair from its membership to remain in those positions until the project is completed. If these positions should become vacant, the Group will elect an alternate.
- d. Working Group members should declare an interest where decisions or recommendations could result in potential advantage or disadvantage, whether financial or otherwise, to them, their family, or close associates.
- e. Disclosure of interests will be recorded in the minutes of the next Parish Council meeting.
- f. A nominated member of the group will keep a record of meetings and circulate notes to Working Group members and the Parish Council within 30 days of each meeting. The Clerk will circulate to Cllrs and Formal parish contact group.
- g. At least 3 clear days' notice of meetings shall be sent to members via email or an alternative agreed communication method.
- h. If necessary, the Parish Clerk will attend Working Group Meetings as an advisory officer.
- i. Recommendations made by the Working Group should normally be by consensus at Working Group meetings. **A minimum of 3 members shall be present where matters are presented for recommendations to be taken forward to the next Parish Council Meeting.**

7. Working Parties

- a. The Working Group may establish working parties, made up of volunteers from the community to aid them in any Neighbourhood Plan related work.
- b. Each working party should have a lead person from the Working Group.
- c. Members of the community will be encouraged to participate in the process at all stages.
- d. Parish Council insurance will cover the previously agreed activities of the Working Group and volunteers provided prior notification of the activity and members involved is emailed to the Clerk 5 working days prior to the activity. Working group officers, in liaison with the parish clerk, need to ensure that terms of the insurance are not breached.

8. Finance

- a. All grants and funding will be applied for and held by the Parish Council RFO who will ring-fence the funds for Neighbourhood Development Plan work.
- b. All expenditure will be bound by the Parish Council Financial Regulations and Standing Orders
- c. The Working Group will notify the Parish Council, advising them of any planned expenditure before it is incurred and seek approval for the expense by resolution.
- d. All invoices will be made in the name of Winkleigh Parish Council.
- e. The Parish Responsible Finance Officer will be responsible for making all payments.



- f. Working Group members and volunteers from any working groups may claim back any previously agreed expenditure incurred during any Neighbourhood Plan related work on production of proof of expenditure

9. Conduct

- a. It is expected that all Working Group members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.
- b. Whilst Members as individuals will be accountable to their parent organizations, the Working Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.
- c. The Working Group 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; and
 - iii. Actively promote equality of access and opportunity.

10. Changes to the Terms of Reference

- a. This constitution may be amended with the support of at least (two-thirds) of the current membership at a Working Group Meeting and with the approval of the parish council.

11. Dissolution

- a. The Working Group will be dissolved once its objectives have been attained and/or when at least (two-thirds) of its members and the parish council, consider its services are no longer required.
- b. The Working Group will then dispose of any remaining funds held in accordance with any conditions imposed by the grant funders and in the best interests of Winkleigh Parish.

Signed..... Chair Winkleigh Parish Council

Signed..... Proper Officer WPC

Signed..... Chair NP Working Group

Dated.....26/07/2017..... Ratified Minutes Ref.....7.7.17bi.....