

# SPROUGHTON PARISH COUNCIL

## NEIGHBOURHOOD PLAN SUB COMMITTEE TERMS OF REFERENCE

### 1. PURPOSE

- 1.1. The main purpose of the Neighbourhood Plan Sub-Committee (*hereafter known as the 'Sub-Committee'*) is to oversee the preparation of the Neighbourhood Plan for Sproughton in order that this will then progress to Independent Examination, a successful community referendum and ultimately be adopted by Babergh Mid-Suffolk District Council (BMSDC) to become planning policy.
- 1.2. The Sub-Committee will engage the local community to ensure that the Plan is truly representative of the needs & wishes of Sproughton parishioners. The Sub-Committee will maximise support for the approach taken in the Neighbourhood Plan by ensuring high levels of community engagement throughout the plan-making process.
- 1.3. The Sub-Committee will report progress to the Sproughton Parish Council Planning Committee (*hereafter known as the 'Planning Committee'*).

### 2. PRINCIPLES

- 2.1. That the Neighbourhood Plan Sub-Committee will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation giving equal consideration to opinions and ideas from all members of the community.
- 2.2. All decisions made shall be fully evidenced and supported through consultation with the community.
- 2.3. No part of these Terms of Reference will override statutory legislation or the policies or procedures of Sproughton Parish Council (*hereafter known as the 'Parish Council'*).

### 3. ROLES AND RESPONSIBILITIES

In order to achieve this, the Sub-Committee will carry out the following roles:-

- 3.1. Be accountable for steering and providing strategic management of the Neighbourhood Plan for Sproughton
- 3.2. Monitor and update a project timetable
- 3.3. Produce a consultation and engagement strategy, showing how the public will be involved throughout the process
- 3.4. Regularly report updates to the Planning Committee
- 3.5. Undertake analysis and evidence gathering to support the plan production process
- 3.6. Actively support and promote the preparation of the Sproughton Neighbourhood Plan throughout the duration of the project
- 3.7. Identify sources of funding
- 3.8. Liaise with relevant authorities and organisations to make the plan as effective as possible
- 3.9. Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of all residents are understood
- 3.10. Consult as widely and thoroughly as is possible to ensure that the draft and final Neighbourhood Plan is representative of the views of residents
- 3.11. Agree, subject to ratification by the Parish Council, a final version of the Sproughton Neighbourhood Plan for submission to BMSDC.

### 4. MEMBERSHIP

- 4.1. The Neighbourhood Plan Sub-Committee will consist of the members of Sproughton Parish Council and other invited members e.g. Sproughton Working Group. The Planning Committee will elect the members.
- 4.2. These terms of reference of this Sub Committee will endure for the Council year but may be amended by the Planning Committee.
- 4.3. Membership of the Sub Committee will be at the discretion of the Planning Committee who will also appoint the members or remove a member at the request of the Sub-Committee.
- 4.4. After the initial formation of the Sub-Committee members will be appointed by recommendation to the Planning Committee by the Sub-Committee.

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- 4.5. The Sub-Committee shall be allowed to appoint its own Chair and Vice Chair.
- 4.6. The period over which the Sub-Committee is formed will be at the discretion of the Planning Committee.

## **5. MEETINGS**

- 5.1. The Sub-Committee will meet as and when necessary by agreement of the Sub-Committee, or when called either by the Sub-Committee Chair (or Vice Chair, in the absence of the Chair), or the Planning Committee.
- 5.2. The calling of a meeting of the Sub-Committee will be by invitation to every member of the Sub Committee. No fixed period of advance notice is required to call a meeting.
- 5.3. The Sub-Committee will meet at a place accessible to the public unless they are to be held in private
- 5.4. The Sub-Committee will require 4 members to be quorate.
- 5.5. Sub-Committee meetings will normally be held in public unless the nature of the proposed business meets the Sproughton Parish Council Standing Order requirements for public exclusion or there are practical reasons why the meeting cannot be held in public which must then be recorded in the minutes of the meeting.
- 5.6. If a meeting is to be held in private an Independent Parish Councillor if so designated by the Parish Chair must be allowed access as an observer to ensure there is public transparency.
- 5.7. The Parish Council must be notified when any meeting of the Sub-Committee is called and the Parish Clerk must have access to attend either to assist or advise.

## **6. DELEGATED POWERS.**

- 6.1. The Sub Committee will have management and administrative authority to define and create the Neighbourhood Plan as outlined in the associated project plan
- 6.2. This extends to obtaining quotes for consultancy services, printing, stationery supplies etc. but excludes making any financial commitment.
- 6.3. All Financial matters must be referred to the Parish Council & Parish Clerk for approval & payment.

## **7. SPROUGHTON PARISH COUNCIL STANDING ORDERS:**

The Sproughton Parish Council Standing Orders are the written rules of the Parish Council and apply in every respect that they relate to this Sub-Committee. Where there is any conflict between the terms of reference for the Sub-Committee and the Standing Orders the Standing Orders shall apply.

## **8. SPROUGHTON PARISH COUNCIL FINANCIAL REGULATIONS:**

The Sproughton Parish Council Financial Regulations are the written financial rules of the Parish Council and apply in every respect that they relate to this Neighbourhood Plan Sub-Committee. Where there is any conflict between the terms of reference for the Neighbourhood Plan Sub-Committee and the Financial Regulations the Financial Regulations shall apply.