

Looe Neighbourhood Plan Suggested Terms of Reference

TERMS OF REFERENCE

(As approved at [DATE] Town Council Meeting)

Looe Town Council is the Qualifying Body entitled under the Localism Act 2011 to initiate, lead the production and the adoption of a Looe Neighbourhood Plan. On [DATE] the Town Council RESOLVED to prepare such a plan for Looe (Minute reference).

On [DATE] the Looe Town Council further RESOLVED that a steering group be established to oversee the production of the Looe Neighbourhood Plan. (Minute reference).

This document sets out the Terms of Reference for the working group, and was approved by the Town Council on [DATE]. (Minute reference).

Name. The name of the group shall be the Looe Neighbourhood Plan Core Steering Group (LNPCSG)

Membership. There shall be no more than X members of the LNPCSG. This shall consist of X Town Councillors appointed by the Town Council to serve on the LNPCSG (representing the council's different interests, e.g. planning, environment, leisure, transport, finance and resources etc.). It will also include representatives of the wider local community, recruited at the LNPCSG's discretion, who can bring value to the project. These members will be invited to reflect different sectors of the community and the range of skills, knowledge and experience that will be required to develop the Neighbourhood Plan. These should include:

- 1 representative from the surrounding parishes;
- 1 representative from the business and commercial community;
- 1 representatives from the Town Forum;
- 1 representative of the town's young people;
- 1 representative from the educational sector;
- 1 representative from a disability group;

However, the LNPCSG may appoint Working Group to tackle specific themes and issues. Additional Councillors and community members with specific skills and knowledge may be co-opted at the Team's discretion at a later date if they are likely to bring additional benefits to the project.

Task. The purpose of the Team shall be to carry out the following tasks on behalf of Looe Town Council:

1. Undertake the preparation of a Neighbourhood Plan and any associated tasks on behalf of the Town Council
2. Identify sources of funding, and apply for them as appropriate

3. Take responsibility for planning, budgeting and controlling expenditure on the production of the Neighbourhood Plan
4. Liaise with local organisations, Cornwall Council, and other bodies to ensure the plan is as comprehensive and inclusive as possible.
5. Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible
6. Determine the types of consultation and information gathering to be used
7. Be responsible for the analysis arising from such consultation and the production and distribution of the final report
8. To report back regularly to the Town Council on progress and major issues arising and outcomes from the exercise
9. Present the draft Neighbourhood Plan for the formal approval of the Town Council
10. Subsequently to assist the Independent Assessor, and assist in arrangements for the Referendum.

Organisation. The LNPCSG shall appoint a Chairperson and Vice-Chairperson. Team members will be expected to lead any necessary sub-groups or working parties that are created. Appointments will be for one year, subject to renewal, made at the first meeting of each calendar year.

Meetings. These will be held monthly or as may be required to get through the tasks involved. At its first meeting of the year the Team will set a calendar of meetings for that year.

There will be no restrictions on the tabling of information or proposals at the meetings, although it will be expected that they will have been circulated within the Team as far in advance as possible.

Wherever possible the Team will reach agreement on decisions through discussion and consensus. However, where this is not possible, the matter shall be determined by a majority of votes of the Team present. In the case of equality of votes the Chairman of the meeting shall have a casting vote.

The quorum necessary to transact business but shall be a minimum of 50% of members.

Agenda. Although the content of each meeting will vary as the NP process evolves, each shall always have the following Standing Items:-

- Notes of last meeting
- Declarations of Interest
- Project Plan Review

- Budget position
- Reports from Sub-Groups
- Note of actions agreed
- Recommendations to Town Council

Notes and Minutes. These will be maintained in short form notes, consisting only of a record of decisions reached and recommendations to the Town Council.

Reporting. The Neighbourhood Plan Team will report to the Town Council on a regular frequency and not less than quarterly. Such reports must include a note on progress (from the Project Plan), budget updates, and where appropriate recommendations and requests for support from the Town Council.

Role of Project Manager. The Town Council may appoint a Project Manager, whose task will be to:

- Prepare a project implementation plan and provide progress monitoring reports to the LNPCSG.
- Prepare and collate papers for the LNPCSG meetings.
- Advise on the management the project budget.
- Liaise with the LNPCSG Chair, Town Clerk, Working Group leads and representatives of other bodies to promote progress with the NP.

Budget and Finance.

(1) Budget Management. The Town Council will delegate management of the approved budget for the NP to the Neighbourhood Plan Team. The Team will ensure that the budget is managed effectively.

Everyday expenditure up to £500 per activity shall be delegated to the Town Clerk to authorise, and orders up to this value may be placed directly with the most appropriate suppliers, subject to the need to show evidence that best value for money is being obtained.

Expenditure above that will require the authority of the LNPCSG on the basis of competitive written quotations prepared against a short, clear specification.

Expenditure above £4999 will require formal written competitive tenders prepared against a formally approved specification of work.

Quotations or tenders valued above the lowest received may be accepted where the LNPCSG consider, and can demonstrate, that the best economic value may be gained by accepting a higher cost.

Payments to suppliers will be made through the Town Council's financial management system.

(2) Volunteer Expenses. Individual members of the community, who are involved as volunteers on the LNPCSG and/or any of the working teams, may claim back any expenditure properly and necessarily incurred during the process of producing the Neighbourhood Plan. This could

include printing, postage, stationery and travel outside the Plan area. Volunteer expenses will only be paid if approved in advance and accompanied with receipts.

Such expenses will not be paid if they are also claimable from the organisation the volunteer represents.

(3) Councillor Expenses. Any travelling expenses incurred by Town Councillor's appointed to the LNPCSG will be paid through the Town Council's system.

General conduct of members of the Team. Members and community volunteers are expected to conduct themselves in a manner consistent with the principles of conduct for those in public life which are:

- selflessness;
- integrity;
- objectivity;
- accountability;
- openness;
- honesty and leadership.

Equalities. The Team will at all times pay regard to the requirements of the Equality Act 2010. It will prepare the Plan in a way that recognizes, respects, and values equality and diversity, so as to ensure that none of the Plan's provisions are discriminatory. To achieve this the Team will carry out Community Impact Assessments at appropriate stages of the Plan development.

Interests. All members of the Team must declare any pecuniary interest that may be perceived as being relevant to a decision of the Team. This may include membership of an organisation, ownership of land or a business, or any other matter that may be considered to be relevant. Such declarations shall be recorded and be publicly available.

Such declarations should be made at the start of each meeting under the agenda item reserved for that purpose. Where appropriate, the Steering Group may request that a member declaring an interest leave the meeting during the decision making process to which the interest is relevant. In such circumstances the member shall be afforded the opportunity to make a statement of case before leaving the meeting room.

In addition, members of the Steering Group or any Working Group must complete a short profile statement that that will be compiled with these terms of reference and be available for inspection. A template for these profiles is attached hereto.

Further definition of pecuniary interest matters may be found in the Code of Conduct adopted by Looe Town Council.

Organisations and businesses may assist in the production of the Neighbourhood Plan and may

contribute to the cost of producing it. Details of any donations or assistance must be made publicly available and must not influence the recommendations of the Plan.

Changes to the Terms of Reference. The ToR may be altered and additional clauses may be added by a majority vote of the Team. Any such changes must then be ratified by the Town Council.

Freedom of Information. In accordance with the Freedom of Information Act, as an extension of the Town Council, the Team will make available to the public, minutes of meetings, policies and procedures, its organisation and structure and information on budget, expenditure and allowances, via the Town Council's website, and via a monthly press release/newsletter.

Period of Operation. The duration of the Looe Neighbourhood Plan Team will be x years from Y, subject to renewal.

Dissolution of the Group. Upon dissolution of the Team any remaining funds shall be returned to the Town Council for appropriate use. No individual member of the Team shall benefit from the disposal of such funds.

Appendix A

Extracts from Minutes of Looe Town Council

Member Profile Form	
Name:	
Statement:	(Please provide a paragraph briefly describing your personal background, association with the local area, any relevant hobby activities, sports and leisure pursuits, local club and society affiliations, etc., any business interests, any positions or appointments in local government, and why you are interested in supporting the Neighbourhood Plan)
Signature:	(Your signature will not be published)
Date:	