

## **BLETSON PARISH COUNCIL TERMS OF REFERENCE FOR**

### **NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP**

These Terms of Reference are to be adopted by **Bletsoe Parish Council** at its meeting held on Monday 11<sup>th</sup> July 2016.

**Bletsoe Parish Council** (the Council) is the qualifying body responsible for the preparation of a Neighbourhood Development Plan (NDP) for its parish area. The Council has delegated responsibility to the Steering Group (the NDP Delivery Project) for the preparation of the NDP subject to the following Terms and Conditions.

#### **Objectives:**

- To complete the NDP within the given timescale
- With the assistance of Bedford Borough Council, produce an NDP in compliance with Bedford Borough Council's Core Strategy, national and European legislation.
- Keep Bedford Borough Council Planning Dept. informed of progress at significant milestones.

#### **The Steering Group now known as the NDP Delivery Project will :**

- Consist of a minimum of two Parish Councilors and interested members of the Parish drawn from the wider community and shall consist of no more than 7 members
- Appoint its own Chairman.
- Ensure that all Parish Council vested interested parties i.e. members who have land put forward for development or who have family members with land put forward for development, cannot comment on the NDP (verbally or in writing),- or be involved with the NDP project in any way. They cannot influence other Parish Council members or villagers as regards the NDP content and voting. Any residents who approach these councillors should be directed to a member of the NDP Delivery Project. This should safeguard those Councilors as landowners from unnecessary comments or criticism arising from a conflict of interests.
- Ensure that members of the Group are aware of their obligation to declare any personal interests that may be perceived as relevant.
- Have delegated authority from the Parish Council to progress the NDP in line with the agreed objectives. The parish council will have the final say on how the NDP evolves, but must agree to meet in response to NDP timescales. All residents from Bletsoe will have the final say as to whether to accept the Plan – this is done through a referendum process and is the final stage of the plan.
- Meet at regular intervals as required.
- Four members of the Group will constitute a quorum.
- Ensure all actions from the meetings are properly minuted and published.
- All monies received and payments made are via the Parish Council accounts and will be monitored by the Clerk as RFO for the Parish Council and will comply with the existing Financial Regulations of the Parish Council.

- Report to the Parish Council on the work and overall progress of the Group through a standing item on the Parish Council agenda and through extraordinary meetings for the purpose of timely decision making.
- Ensure that, in all its activities, all members uphold the Seven Principles of Standards in Public Life, the Nolan Principles (each member to receive a copy).
- Engage as many members of the community and key stakeholders as possible in the process, by encouraging participation and the submission of views and ideas.
- As far as funding permits and at the discretion of the Group, consult with, and use the expertise of, professional planners/consultants as necessary throughout the process.
- Remain active until the NDP has been approved by an independent examiner.

11 July 2016