**Bledlow cum Saunderton Neighbourhood Development Plan Working Group Terms of Reference**

**Name**

The name of the group shall be the Bledlow cum Saunderton Neighbourhood Development Plan Working Group.

**Purpose**

The purpose of the Working Group shall be to support the Bledlow cum Saunderton Parish Council to carry out the following tasks:

* Investigate and identify support for the Neighbourhood Development Plan.
* Identify sources of funding.
* Take responsibility for planning, budgeting and monitoring expenditure on the Plan.
* Liaise with relevant authorities and organisations to make the Plan as effective as possible.
* Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible.
* Determine the types of survey and information gathering to be used.
* Be responsible for the analysis of the survey, the production and distribution of the final report.
* Identify priorities and timescale for local action in the Plan, including the lead organisations and potential sources of project funding.
* Formalise the activities undertaken and the issues arising and outcomes from the exercise.

In carrying out its duties the Working Group will regularly and formally report back to the Parish Council. See role of the Bridging Co-ordinator under Roles and Relationships. However, the Working Group is not a committee of the Parish Council.

**Membership**

* The Working Group will be made up from a good cross-section of the community, including parish councillors nominated by the Parish Council as follows.

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| **Title** | **Function** | **Person** |
|  |  |  |
| Chairperson | Chairs meetings | Simon Breese |
| Secretary | Convenes and minutes meetings/Chairs meetings when chairman is not available | Derek Stone |
| Project manager | Creates, monitors and maintains project plan | Luca Guerzoni |
| Finance co-ordinator | Manages and keeps records of spending and liaises with clerk of Parish Council on all receipts and payment issues | Paul Castle |
| Bridging co-ordinator | Reports on progress of Working Group to the Parish Council, WDC and BCC | Andrew Sage |
| Communications/Community Engagement co-ordinators | Responsible for helping to (i) organise public events, maintain the web-site, circulate newsletters and other communications with the community and (ii) gather information from and liaise with interest groups including consultees | Mima Manning  TBD |

* The Parish Council may amend the roles and responsibilities from time to time as it shall consider appropriate. The Working Group may appoint or remove members of the Working Group from time to time.

**Roles & Relationships**

* Parish Council insurance will cover the previously agreed activities of the Working Group and volunteers, but Working Group officers, in liaison with the parish clerk, need to ensure that terms of the insurance are not breached.
* The Working Group, either via the Bridging Co-ordinator or via its Parish Council members will provide a regular report to the Parish Council, for endorsement.
* The Working Group will prepare a pre-submission version and a submission version of the Neighbourhood Development Plan, both of which documents will be submitted to the Parish Council for approval.
* Except as otherwise mentioned in these terms of reference or otherwise legally required, the Working Group are authorised to prepare documents and perform activities which they consider reasonably necessary to further the preparation and approval of the Neighbourhood Development Plan.
* The Parish Council will provide the opportunity for the endorsement of regular reports via its meeting agenda.
* Task Groups may be created to carry out duties specified by the full Working Group, which may include:-
  + Data Gathering
  + Consultations
  + Making recommendations
* The make-up and purpose of Task Groups will be regularly reviewed by the full Working Group.

**Meetings**

* The Working Group shall normally meet monthly (but every two months as a minimum), or as may be required.
* Unless agreed otherwise by a majority of the members, at least two clear days’ notice of meetings shall be sent to members via the communication method agreed with, and appropriate to, each individual member.
* Whenever possible, notices of meetings should detail the matters to be discussed.
* The quorum for meetings shall be three. Each member has one vote and a simple majority is required to support any motion. The Chairman has the casting vote if the votes are tied.
* The Secretary shall keep a record of meetings, and circulate notes to Working Group members and the Parish Council in a timely fashion. The latter will publicise the notes via their usual methods.
* Meetings will not generally be held in public unless the Working Group decide otherwise, but members of the public may be invited to attend. Working Group reports to the Parish Council will be public documents.

**Task Groups**

The Working Group may establish such task groups as it considers necessary to carry out the functions specified by the Working Group. This could include, in particular:

* Transport/highways
* Education
* Housing/commercial properties
* Economy/business/retail/tourism
* Green belt
* AONB
* Green spaces/environmental considerations
* Architecture/Heritage
* Utilities/infrastructure

**Finance**

* All grants and funding will be applied for and held by the Parish Council, who will ring-fence the funds for Neighbourhood Development Plan purposes only.
* Notification of all planned expenditure will be given to the Parish Council before actual costs are incurred unless the Parish Council has delegated spending authority to the Working Group in which case the Working Group will report its expenditure to the Parish Council in its regular report.
* The Finance co-ordinator shall keep a clear record of expenditure supported by receipted invoices and will regularly review and update the budget in liaison with the parish clerk.
* The Finance Co-ordinator in partnership with the parish clerk, will draw up and agree with the Working Group procedures for volunteers who wish to claim expenses.
* The Finance Co-ordinator will report back to the Working Group on planned and actual expenditure for the project.
* Invoices will be made out in the name of the Parish Council who will pay them at their next scheduled Parish Council meeting.
* Members of the community who are involved as volunteers with any of the expert groups may claim back any previously agreed expenditure that was necessarily incurred during the process of producing the Neighbourhood Development Plan. This could include postage and stationery, telephone calls, travel cost.

**Dissolving the Working Group**

* At the conclusion of the Neighbourhood Development Plan project the Parish Council and Working Group should discuss the future working of the Working Group. If the Working Group wishes to dissolve it must notify the Parish Council.