

Lyonshall Parish Council (LPC)

Revised Neighbourhood Plan Steering Committee - Terms of Reference

Purpose

The purpose of the Neighbourhood Plan Committee is to design and manage the process by which an effective and consensual neighbourhood plan is completed for the parish.

Delegation of Authority

The LPC has delegated responsibility and authority to the Neighbourhood Plan Committee to carry out some of its functions, as detailed in these Terms of Reference. The LPC remains responsible for the Neighbour Plan and can remove any delegated authority from the committee should it deem it necessary.

Reporting

The Committee chairman, or a committee member nominated by the chairman will keep the PC informed of progress, ideas and plans in order to avoid surprises and stoppages in the process. This can be by a short written report or orally at each PC meeting, in addition to the publication of minutes (see below).

Scope

The geographical scope of the Neighbourhood Plan will encompass the parish of Lyonshall. This has been formally determined at the Parish Council meeting of 10th May 2012.

The Neighbourhood Plan Committee will deal, amongst other things, with the following:-

- Design of consultation process, and obtaining PC approval to same prior to its implementation;
 - It is likely that this will include at least two rounds of public consultation; input being sought from all clubs / societies / charities in the parish; some form of business consultation; and it may well include a formal questionnaire and analysis of its results.
- Design of plan preparation process, and obtaining PC approval to same prior to its implementation;
 - It is likely that this process will be run in parallel with the consultation process, absorbing new input as it arises.
 - It may be important to demonstrate the shape / structure of the intended document to prompt meaningful input from the consultation process.
- Arranging for the implementation of the two above processes, using such resources as can be obtained at lowest possible cost commensurate with an effective outcome.
- Records must be kept of all input, and the results of all consultations, as it will be essential to demonstrate the consensual nature of the eventual plan.
- In the event that some form of funding is required, to liaise with the PC in pursuit of such funds – whether by means of direct grant or through obtaining external grants (in which case the Neighbourhood Plan Committee will assist in the preparation of applications for such external grants and compliance with their terms).
- To develop an outline timetable of major steps and milestones of the processes involved in arriving at the neighbourhood plan.
- To liaise as necessary with representatives of Herefordshire Council to ensure that Lyonshall's Neighbourhood plan does not conflict with any of the County Council's statutory plans.
- The eventual neighbourhood plan should incorporate any of the existing PC's planning policies, or replace them if they do not reflect the results of the consultation process. These will include The Poultry Policy & The Wind Turbine Policy. It should also take cognisance of the Parish Council's notes concerning its approach to affordable housing.

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Limits of Authority

- **The Neighbourhood Plan Committee may not decide upon:-**
 - Spending PC money without prior approval
 - The submission of the plan to Herefordshire Council without the specific approval of the LPC.

Meetings

- **Frequency**
 - Minimum of bi-monthly, or ad hoc as required.
 - A plan of dates should be published to encourage casual attendance from interested parties.
- **Membership**
 - Volunteers, with the Parish Clerk in attendance.
 - The committee will comprise of parishioners and councillors who will report progress to the Parish Council in a monthly written report and encourage wider comment through the clerk.
 - The aim of the committee is to concentrate on achieving completion of the neighbourhood development plan in a timely manner.
- **Minutes**
 - Minutes will be kept of meetings, and circulated to Committee Members and for information to PC members.
 - All minutes will be circulated with the monthly Parish Council Agenda (posted on noticeboards, website and news item) for transparency.
 - Publication on the web site Neighbourhood Development Plan page.
- **Quorum** A minimum of 3 committee members can make decisions about the process.