

# GREAT HORWOOD NEIGHBOURHOOD PLANNING TEAM

## TERMS OF REFERENCE (updated on 11 November 2013)

Great Horwood Parish Council has agreed the establishment of a Neighbourhood Planning Team to prepare a Neighbourhood Plan and supporting documentation for Great Horwood Parish (including the hamlet of Singleborough).

After the Neighbourhood Planning Team became inquorate after resignations submitted at its meeting on 2 July 2013, the Parish Council adopted these modified Terms of Reference for the reformed Team. Changes from the original version approved on 14 May 2012 are underlined.

The Terms of Reference are as follows:

### Purpose and Powers

- The Neighbourhood Planning Team shall act on behalf of the Great Horwood Parish Council but all key milestones must be ratified by the Parish Council which has primacy in all matters.
- To support the Neighbourhood Planning process, a Neighbourhood Planning Team Fund has been established with a transfer of the funds from the disestablished Parish Plan Steering Committee Fund and the Government Frontrunners Funding granted to the Parish. A Treasurer will ensure accountability of the Fund by scrutinising activities and claims on the budget with update reports at appropriate Team meetings.

### Membership

- The initial members of the reformed Team, and its initial Chairman, will be appointed by the Parish Council. The Team may subsequently co-opt additional members, and elect Officers from among its members.
- As well as the Chairman, the Officers shall also include a Secretary and a Treasurer.
- Members of the Neighbourhood Planning Team will be asked, on appointment or co-option, to confirm that they will conduct business objectively, on behalf of the Parish as a whole.

### Conduct of Meetings

- Meetings will be minuted by the Secretary or in his absence a delegated member of the Team and a copy lodged on the Great Horwood parish website.
- The Team shall be subject to a quorum of 3 of its members.

### Key Principles

- “To plan for sustainable development to benefit the community, whilst preserving the distinctive character and special features of the parish of Great Horwood.”
- When producing the Neighbourhood Plan, the Team shall ensure its work is:
  - Inclusive; taking into account the stated views of residents, community organisations, business owners, landowners and appropriate statutory bodies.
  - Comprehensive; identifying the important aspects of life in the parish which need to be

taken into account when planning for the future.

- Positive; aiming to take forward proposals which will improve quality of life in the parish.
- To facilitate public scrutiny of the process, to ensure all key documents are publicised and made available in hard copy, and also lodged in the Neighbourhood Plans area of the Great Horwood parish website ([www.bucksvoice.net/greathorwoodpc/](http://www.bucksvoice.net/greathorwoodpc/)).

## Tasks

- Produce a scoping document which sets out the process and projected timetable for producing the Neighbourhood Plan, and update it where necessary to ensure validity and accuracy.
- Maintain close liaison with AVDC Forward Plans along the way.
- Obtain professional support where needed to ensure timely progress.
- Get the community on board and take account of their stated views.
- Develop a communication strategy.
- Produce a Development Sustainability Appraisal Scoping report.
- Gather together all relevant information concerning the parish.
- Identify the area's strengths and weaknesses.
- Draft the vision and objectives.
- Produce a State of the Village Report.
- Check for conformity with strategic policies in the Development Plan.
- Produce a Sustainability Appraisal Report and/or a Strategic Environmental Assessment.
- Produce a Neighbourhood Plan.
- Ensure that the final stages of independent examination, referendum and adoption of the Neighbourhood Plan are professionally managed in order to seek a successful conclusion.