GOSFIELD NEIGHBOURHOOD PLAN COMMITTEE



Terms of Reference

Constitution

These Terms of Reference were approved by the Gosfield Neighbourhood Plan Committee of Gosfield Parish Council at a meeting held on 10th August 2020 and was further approved by Gosfield Parish Council on 21st August 2023.

Purpose

The purpose of the Gosfield Neighbourhood Plan Committee shall be to compile the Gosfield Neighbourhood Plan. The Gosfield Neighbourhood Plan will define general planning policies for the development and use of land in the parish of Gosfield and once completed and reviewed by an independent qualified person, will be ratified through a referendum of the electorate within the parish of Gosfield.

In developing the plan, the Gosfield Neighbourhood Plan Committee (GNP) will carry out the following tasks:

- Investigate and identify support for the Neighbourhood Plan
- Identify sources of funding
- Take responsibility for planning, budgeting and monitoring expenditure on the Gosfield Neighbourhood Plan and report back to Gosfield Parish Council on these matters.
- To propose expenditure within the budget set by Gosfield Parish Council annually and as amended as required
- Liaise with relevant authorities and organisations to make the Gosfield Neighbourhood 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, as well as the production and the distribution of the final report
- Identify priorities and timescales for local action in the project plan, including the lead organisations and potential sources of project funding
- Gosfield Parish Council insurance will cover the agreed activities of the Gosfield Neighbourhood Plan Committee, any Working Group members or volunteers but those persons, in liaison with the Parish Clerk, need to ensure that the terms of the insurance are not breached
- Provide a monthly report to the Gosfield Parish Council on progress, issues arising and outcomes.

Membership of the GNP Committee

The GNP Committee shall consist of at least four Parish Councillors, as appointed by the Gosfield Parish Council and at subsequent Parish Council AGMs or as necessary.

Other voting members of the GNP Committee that are non-council members can be appointed by Gosfield Parish Council.

Any other Gosfield Parish Councillor may attend the meetings of the GNP Committee, in the public forum, and abide by the regulations set down in Gosfield Parish Council Standing Orders.

Quorum – the quorum shall be no fewer than 3 members of which 2 must be Parish Councillors.

The Parish Council will elect/appoint a Chair, Vice-Chair, Treasurer, Communication Co-ordinator and any other positions as necessary.

The GNP Committee will oversee any Working Groups, who may undertake various tasks, consisting of Gosfield Parish Councillors, non-council members together with volunteers as necessary.

Wherever possible, all members of the GNP Committee and any Working Groups should have a specific role agreed by the GNP Committee.

Working Groups will carry out duties specified by the GNP Committee which may include but is not limited to: data gathering; consultations or making recommendations.

The make-up and purpose of any Working Group will be regularly reviewed by the GNP Committee.

Committee Meetings

Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed and minutes of the previous meeting shall be forwarded to each member of the committee no later than three working days before the date of the meeting. Supporting papers shall be sent to committee members and to other attendees as appropriate, at the same time. Emergency meetings may be called by any member as and when required.

In the absence of the Chair or Vice-Chair, the GNP Committee members present shall elect one of their number to act a 'Chair' of that particular meeting only.

At the first meeting of the GNP Committee, further meetings of the GNP Committee will be set for the year up to the Gosfield Parish Council AGM, then set for the following year at the first meeting after the Gosfield Parish Council AGM. Other meetings of the GNP Committee can be requested at any time by a Gosfield Parish Councillor as laid down in the Gosfield Parish Council Standing Orders.

There shall be no fewer than 4 meetings per year.

Any GNP Committee meeting will be open to the public, will be advertised to the public, will be minuted with agendas and minutes published on the Gosfield Parish Council website and noticeboard. All notifications of meetings and compiling of minutes and the conduct of meetings will follow the rules of the Gosfield Parish Council Standing Orders.

Finance

- All grants and funding for the development and production of the Gosfield Neighbourhood Plan will be applied for by the Parish Council and funds will be held by the Parish Council within the Neighbourhood Plan budget, for Neighbourhood Plan purposes only
- Notification of all planned expenditure will be brought to the Gosfield Parish Council for agreement
- The Treasurer shall keep a clear record of expenditure supported by receipted invoices and will regularly review and update the budget in liaison with the Responsible Financial Officer of Gosfield Parish Council
- The Treasurer will report back to the Gosfield Parish Council on planned and actual expenditure for the project
- Members of the GNP Committee and any volunteers within any Working Group may claim back any previously agreed expenditure that was necessarily incurred during the process of producing the Neighbourhood Plan. This includes, but is not limited to: postage; stationery; telephone calls and travel costs

Authority

The GNP Committee is authorised by Gosfield Parish Council, within the scope of its duties and responsibilities to:

- Investigate and carry out any activity and spend from its budget, within its terms of reference
- Seek any information it requires from the Parish Clerk, related to any matter within the terms of reference
- Invite outsiders with relevant expertise to attend a meeting of the GNP Committee if the GNP Committee considers it necessary

Gosfield Parish Council are required to approve each stage of the project (as stated below) before commencement of the next stage.

STAGE 1 Project Plan, Communications Strategy, Funding Strategy

STAGE 2 Evidence Gathering and Summary

STAGE 3 Agree Plan Vision & Objectives

STAGE 4 Impact Assessment

STAGE 5 Draft Plan

STAGE 6 Finalise Plan for Braintree District Council, Independent Examination & Referendum

Data Protection

The collection of all data and information during the development and compiling of the Gosfield Neighbourhood Plan will comply with policies and procedures as laid down in the Gosfield Parish Council Standing Orders.

Re-Adopted
Date 11th May 2026
Minute reference 26/091 Item T
Signed ……Chairman
Review Date: May 2027