

# Heslington Neighbourhood Plan Working Group Terms of Reference

## 1. Introduction

Heslington Parish Council has agreed with City of York Council (CYC) the intent of the residents of Heslington Parish, to produce a Neighbourhood Plan (the Plan). This Plan is a community-led framework for guiding the future development, growth and conservation for a designated area and the Parish Council will be the body that formally submits the Plan to CYC, as the 'relevant authority'. In order to produce this Plan the Parish Council established a Working Group to oversee a process that will result in the preparation of a draft Plan which will ultimately be put to a public referendum.

## 2. The aim of the Plan

The Plan will set out policies for the future development in the designated neighbourhood area and will take account of the views of the community as a whole. The creation of this Plan will be via an open process and backed by a relevant and proportionate evidence base. The success of the development of the Plan will be reliant on community consultation and the voluntary work of the members of the Heslington Neighbourhood Plan Working Group. The completed Plan will be subject to an independent examination and a public referendum and will only be made, (which brings it into legal force), if there is a majority 'yes' vote in that referendum.

## 3. Relationship to the Heslington Parish Council

In respect of the Plan the Heslington Parish Council, as the responsible body, will:

- Support the preparation of the Heslington Neighbourhood Plan providing sufficient assistance and financial resources to ensure that the plan is prepared expeditiously providing that overall expenditure falls within the budget available.
- Support the Working Group to ensure that the Plan meets the basic conditions required, which will be tested by independent examination. Outside professional expertise and aid may be sought to ensure that this objective is met.
- Facilitate, if required, contact with the relevant statutory bodies or parties who must be consulted during the plan making process.
- Approve a draft Plan for the Regulation 14 consultation (*The Neighbourhood Planning (General) Regulations 2012 and later Amendment Regulations*).
- Consider representations arising from the Regulation 14 consultation, whether to amend the plan as a consequence and then approve for submission, together with supporting statements to the Local Planning Authority for inspection and independent examination.
- Arrange for the Plan to be screened for Strategic Environmental Assessment (SEA).
- Carry out statutory duties contained within the *Town and Country Planning Act 1990 (as amended by the Localism Act) and the Neighbourhood Planning (General) Regulations 2012 and later Amendment Regulations* and engage with CYC during the referendum process of the plan.
- Publish minutes and information relating to the Neighbourhood Plan on its website, so that they can be accessed by the public.

#### **4. Membership and Structure of the Working Group**

The Parish Council has established an organisational structure to support the development of this Plan. This organisation is known as the Heslington Neighbourhood Plan Working Group, and will consist of a Working Group, other working sub-groups and any other support organisation as required.

The Heslington Neighbourhood Plan Working Group will be formed by volunteers who normally occupy, as owner or tenant, land or premises in the Parish; live or work (as principal employment) in the Parish (referred to as members in the remainder of this document). The Working Group will contain a Chairperson, a Vice Chairperson, Hon. Secretary and such other persons, who may add objectively to the process as agreed by the Working Group. The Working Group and sub-groups shall review their membership from time to time.

The organisation of the Working Group/sub-groups may alter from time to time and the Terms of Reference do not need to be updated to reflect these changes so long as they are noted in the minutes / notes of the meeting where these changes are effected and are subsequently available for public record.

The Working Group will review these Terms of Reference throughout the project and may amend as required. A list of current members will be available from the Heslington Parish Clerk. The Working Group may also make amendments to the project plan and budget as required.

At the start of any meeting, formal or otherwise, any member of the group in that meeting or sub-group must declare any actual or potential conflict of interest that may be perceived as being relevant to any decisions or recommendations made at that meeting. In the event that a matter of 'interest' should arise during the course of developing the Plan then the member should bring it to the attention of the Working Group, as soon as is reasonably practical. An interest identified will not preclude a member from participating in the development of the Neighbourhood Plan. This helps ensure transparency and openness throughout the process.

All members of the Heslington Neighbourhood Plan Working Group shall treat other members of the Group, and the community as a whole, with both respect and dignity, allowing members to express their views without prejudice and interruption.

Behaviour that is causing a disruption to any meeting will result in the meeting being given the option to remove the individual member. This will be by simple majority vote by the members of the Group present at that time. Such action will be reported to the Parish Council.

#### **5. Roles and Responsibilities of the Working Group**

To achieve the aims set out above the Working Group will:

- 1) Develop a timetable and project plan for undertaking the development of the Plan.
- 2) Promote the process of preparing the Plan to encourage participation and the submission of views and ideas and, in so doing, contribute to the transparency and openness of the process.
- 3) Organise Working Group meetings.
- 4) Establish, monitor and co-ordinate sub-groups to contribute to the development of the Plan.
- 5) Analyse the views, ideas and proposals received during the process and use them to develop a community-led Plan.
- 6) Gather and assess evidence about the needs and aspirations of the Parish of Heslington.
- 7) Produce a Plan that meets the basic conditions and other legal requirements.
- 8) Draft and finalise the Plan.
- 9) Keep the Parish Council fully informed of progress.
- 10) Support the Parish Council during the examination and referendum process.

## 6. Chairperson of Working Group

The role of the Chairperson is as follows:

- To take forward the development of the Plan.
- To co-ordinate and conduct meetings of the Working Group.
- To work with the sub-groups, as appropriate, on aspects of the evidence gathering, analysis and subsequent drafting of the Plan.
- To ensure that the agreed timetable for the development of the Plan is maintained or revised as necessary.
- Overview development of community engagement, including web sites, social media, surveys and public contact events in line with the overall objectives of the plan.
- Take responsibility on behalf of the Parish Council for negotiations with key stakeholders to develop the Plan. The ultimate outcome of such negotiations to be ratified by the Parish Council.
- To seek approval for spend to progress the Plan on behalf of the Parish Council.
- Along with the Vice Chair and Hon. Secretary, act as a central point for the co-ordination and development of the Plan.

## 7. Frequency, Timing and Procedure of Working Group Meetings

- Formal Working Group meetings shall be open to the Public to attend. Time will be made available at the beginning of each meeting for the public to ask questions or make comments. For the purposes of project co-ordination and administration, informal meetings of Working group members and other interested parties by invitation, may take place.
- Formal Working group meetings shall be chaired by the person elected by Working group members to be their Chairperson. If the Chairperson is not present, the Vice Chairperson shall chair the meeting. If neither is present, members shall elect a Chairperson for that meeting from amongst their number.
- A public notice providing the date, time and location of each meeting will normally be displayed on the Heslington village notice board 7 days before the date of the meeting. Minutes of meetings will be posted on the website.
- The Working Group will normally respond to correspondence received from members of the public or other interested parties within 10 working days.

## 8. Dissolving the Heslington Neighbourhood Plan Group

At the conclusion of the Heslington Neighbourhood Plan project the Heslington Parish Council will determine the future working of the Heslington Neighbourhood Plan Working Group.

If, at any time, the Heslington Neighbourhood Plan Working Group wishes to cease its work, it shall notify the Parish Council.