



CHET NEIGHBOURHOOD PLAN

LODDON AND CHEDGRAVE PARISH COUNCILS

JOINT NEIGHBOURHOOD PLAN COMMITTEE TERMS OF REFERENCE

Vision of the Chet Neighbourhood Plan Committee (CNPC)

The two parishes of Chedgrave and Loddon, historically separated by the River Chet, are united in their resolve to develop the Chet Neighbourhood Plan. In it, we seek to maintain, promote, and improve their quality as places to live, work, obtain services, undertake leisure activities, and attract visitors/tourists.

We pay particular attention to the environment and sustainability; working towards a net zero carbon emissions future and protecting biodiversity are overarching requirements of the plan and all its component parts.

Role of the Joint Committee:

- 1) To produce and deliver a costed project plan with timescales and milestones at which the Parish Councils will need to make resolutions, and which will include the required steps for producing a Neighbourhood Plan, for approval by both Parish Councils.
- 2) By considering a variety of options, obtain the necessary funding required to deliver a quality Neighbourhood Plan.
- 3) To review the use of professional services in the production of the plan and appoint a consultant if funding is available.
- 4) To report progress on the Neighbourhood Plan to both Parish Councils at their respective Parish Council meetings.
- 5) To involve the local community by ensuring they receive adequate communications using a range of media including notice boards, the Chet Contact Magazine, email newsletters, leaflets, website and public meetings.
- 6) To develop and implement a 'Consultation & Engagement Strategy' to ensure consultation is broad and views from a variety of sources are considered as part of the Neighbourhood Plan process (including residents from all parts of the communities including surrounding villages, employers, employees, local groups, landowners).
- 7) To co-ordinate consultation and data gathering activity (moderated by the clerk to ensure Data Protection Act compliance), including enabling the communities to identify and prioritise the key developmental issues for the Neighbourhood Plan area





(considering areas including housing, services, employment, transport and green infrastructure).

8) To use the data and information gathered to produce an evidence base for the plan which will include and build upon existing evidence such as Village Design Statements, Parish Plans and Heritage Appraisals.

9) To review the evidence base and use it to consider possible options before producing a draft plan to include the quantities of any additional housing, the allocation of site(s) and policies which shall meet the legislative requirements of a Neighbourhood Plan, for approval by both Parish Councils.

10) To ensure effective delivery of an adopted plan, developed through a recognised process of consultation, examination and referendum.

11) To liaise with the clerk throughout the production of the plan to ensure that actions are within the power and capability of the Joint Committee.

12) To liaise with South Norfolk Council the lead planning authority, Norfolk County Council, Broads Authority and other appropriate bodies as required for the production of the Neighbourhood Plan.

Administration:

Loddon Parish Council shall be considered the lead Council for administrative purposes and shall hold and manage the finances of the joint committee, which shall be recorded by the RFO on a spreadsheet which shall be separate from the accounts of the Parish Council. The Memorandum of Understanding (MoU) outlines a joint working agreement. The CNPC will adopt the policies and procedures of the lead Parish Council including Standing Orders and Financial Regulations.

A Project Officer will be appointed and employed by Loddon Parish Council on a 12-month fixed term contract (which may be extended subject to funding) to manage and administer the Neighbourhood Plan (as detailed in the job description).

Finances:

Council funding will be a percentage split, based on the most recently available, comparative parish population figures. The details will be recorded in the annual Budget Meeting Minutes. These figures will be informed by the Census every 10 years, and by information from Norfolk Insight on years in between Census year.

The CNCP being in control of its own budget, will make applications for grants and other financial support using the financial management controls of LPC as lead council.



Delegated Powers:

The Committee has delegated powers and can make decisions without the partner parish councils' approval if the resolutions are within the remit of the role and responsibilities of the Committee.

The joint committee has the delegated authority to approve items of expenditure up to and including £4999.99, so long as the total expenditure over each year does not exceed the funds held by Loddon Parish Council for the Joint Committee. All items of £5000.00 and over are to be referred to both full Councils, with research, for discussion and approval.

Membership:

Up to three Parish Council members appointed by each of the two Parish Councils and other interested members of the community who are co-opted to the Joint Committee. There will be no maximum number of members although the CNPC could reconsider this at a later date if the number of the members is impacting the productivity and effectiveness of the Committee. The term of office for each member shall for a year, beginning the May of each year.

The Chairman and Vice-Chairman of the Joint Committee shall be Parish Councillors representing each of the two parish councils and voted for by the Committee on an annual basis at the May meeting.

All members, regardless of their appointing organisation, are committed to working in the best interests of the CNPC, even when this is contrary to their outside interests. All CNPC members will be required to complete and sign a Declaration of Interests form. All CNPC members will be required to abide by the administering council's Code of Conduct.

Focus groups may be formed to develop thematic work and policies and regular reports of progress will be reviewed at the CNPC meetings.

Meetings:

Formal meetings will take place as often as required to carry out the specified role and at least six times each year.

Each CNPC meeting shall be quorate if there are three Councillors present, made up from either of the Partner Councils. ~~plus three others are present.~~

Meetings will be held in line with normal parish council meeting practice. Agendas for the meetings will be publicised by displaying them on Loddon and Chedgrave Parish Council notice boards and websites. Agendas and relevant papers will be shared at least three clear days ahead of the meeting.



Meetings will take place in person (unless the law allows otherwise) and will be open to the press and public who will be given the opportunity to speak during the public participation session which will be limited to 15 minutes.

Meetings will take place in a venue of the CNPC's choosing in line with normal parish council practice.

The Committee will make decisions by a majority vote of Councillors. The views of non-Councillors will be canvassed and considered prior to a resolution. In the event of an equal split the Chairman has the casting vote. In the event of a contentious decision, the CNPC may defer a decision until more committee members are present or further information or views are sought.

Non-Councillors have voting rights in respect of:

- the management of land owned or occupied by the council
- the functions of the council as a harbour authority (as defined in s. 57(1) of the Harbours Act 1964)
- any function under s. 144 of the 1972 Act relating to the promotion of tourism; and
- any function under s. 145 of the 1972 Act relating to the management of a festival.

Agendas will be published according to statutory requirements and will reflect the items to be discussed at the meeting of the Committee. Items for the Agenda and reports should be submitted to the Chairman and Project Officer a minimum of 7 days prior to the meeting. Agendas should ensure that the intention of the resolution is conveyed clearly to the members and transparently to members of the public.

Minutes of the meetings will be kept by the Project Officer, or in her absence an alternative member of staff from either of the parish councils, and shall be circulated to both Parish Councils, both Parish Clerks and publicly. The Minutes will be presented for approval by resolution at the next meeting of the Committee. Clear and concise formal resolutions are required to avoid ambiguity in the Minutes.

Time-scale:

The production of the Neighbourhood Plan is expected to take 18 months to two years.

A project plan with a breakdown of tasks and time-scales shall be produced within the first three months of instructing the Consultant.

The timespan of the Plan shall be at least 15 years and subject to periodic review according to national planning policy, currently at least every 5 years. Any review shall involve consultation with relevant authorities and bodies such that policies themselves remain relevant and necessary.





The CNPC may dissolve itself by majority vote once the CNPC is made (adopted). However, it can and will reform whenever a review of the Plan is required. The CNPC shall dispose of any remaining funds at this point according to conditions set by grant funders and in the best interests of the partner councils participating in the CNPC.

Approved by Loddon Parish Council

Signed: (Chairman)

Date:

Approved by Chedgrave Parish Council

Signed: (Chairman)

Date:

