



SALFORDS AND SIDLOW PARISH COUNCIL NEIGHBOURHOOD PLAN WORKING GROUP TERMS OF REFERENCE

A Working Group & Purpose.

1. The Neighbourhood Plan (NHP) working group is constituted as a working party of Salfords and Sidlow Parish Council.
2. Salfords and Sidlow Parish Council is currently an advisory body to the Local Planning Authority (Reigate and Banstead Borough Council) for all planning applications and Surrey County Council for waste matters that relate to the Parish area.
3. The NHP working group is constituted to consider, develop and progress the neighbourhood plan and design code development on behalf of the Parish Council.

B Parish Councillors

1. Councillor membership shall comprise of a minimum 3 Parish Councillors (Councillors).
2. Councillors will be appointed annually at the Annual Council meeting as voting members. The Chair of the meeting will be voted at the annual council meeting or first NHP working group subsequent to the appointment of council members.
3. Co-opted Councillors may join the NHP working group during the year.
4. Three Councillors of the NHP working group shall constitute quorum for meetings.

C Chair

1. The Chair will be voted at the annual council meeting or first NHP working group subsequent to the appointment of council members.

D Voting

1. Only the above may vote and participate at a meeting. In the case of an equal vote the Chair of the NHP working group shall have a second or casting vote.

E Interests

1. If a Councillors has a personal interest as defined by the Code of Conduct adopted by the Parish Council, then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.
2. N.B. If a Councillor who has declared an interest, then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

F Meetings

1. The NHP working group will meet as the need arises but at least bi-monthly. If decisions need to be submitted regarding any previously agreed recommendations, and a meeting is unable to be scheduled at short notice, the NHP working group reserve the right to vote on this decision via email, which can be formally agreed in retrospect at the next NHP Meeting.
2. Notification of meetings, agendas and supporting documents will be circulated via email and distributed to all working group members with a minimum of three days' notice of the meeting. In the case of an Extra Ordinary Meetings, notification of meetings, agendas and supporting documents will be circulated via email.
3. The NHP working group meetings will be for a maximum of 2 hours, with any unfinished business being taken at the beginning of the next NHP Meeting. In exceptional circumstances the meeting may be extended with a vote taken by Members.
4. Public and Press may be admitted to all meetings. If required they may be temporarily excluded by means of a special resolutions as follows:

“In accordance with S1(2) of the Public Bodies (Admission to Meetings) Act 1960 A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of a confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during resolutions to which the resolution applies.

G Minutes

All notes of meetings or formal minutes shall be open for inspection by any member of the Parish Council or the Public.

H Terms of Reference

To review and adopt the Terms of Reference of the NHP working group at the first meeting of the group after the Annual Council Meeting or when necessary and make appropriate recommendations to Full Council.

I Delegated Responsibilities

1. General:

The NHP working group has delegated powers to consider all actions and decisions to progress the NHP for the Parish Council.

2. Specific delegated powers: -

The Clerk, in consultation with the NHP working group Chair, shall have delegated responsibility for carrying out required actions of the working group, as approved by Council Resolution, including all compliance and regulatory matters in relation to the development of the NHP.

The NHP working group shall exercise the powers and duties of the Council relative: -

- To work with external Consultants and Planning Advisors who have been appointed to develop the plan and design code.
 - To liaise and engage with residents to obtain and gain feedback to help develop and shape the NHP and design code.
 - To engage with parish organisations such as Sidlow Residents Association, Norwood Hill Residents Association, school, sports and social clubs to help develop and shape the NHP and design code.
 - To maintain dialogue with Reigate and Banstead Borough Council planning department, Surrey County Council agency departments and new unitary authority to help develop and shape the NHP and design code.
 - To arrange public consultations for review and development of the plan and design code.
 - To refer to the Full Council, any contentious decision for development of the NHP or design code which is in the public interest of the Parish and request the Chair, if required, to call an Extra-Ordinary Full Council meeting to ensure deadlines for decisions are met.
 - To study relevant plans, visit relevant sites, and consider any comments from working party members before coming to a decision.
 - To ensure that all relevant parties are given an adequate hearing if they request this in accordance with the Parish Council's Standing Orders.
 - To recommend to the Parish Council how the NHP and design code is developing
 - To ensure development of the NHP and design code adhere to all existing and new planning policy frameworks.
 - To consider environmental aspects when developing the NHP and design code.
3. To consider scope of development of a Neighbourhood Plan and design code to make recommendations to the Full Council for the future regarding the plans and needs of the Parish.
 4. To attend planning training sessions as offered by the LPA, SALC or other appropriate organisation and to read all relevant documentation to ensure that the working group is aware of current legislation and regulations and new planning policy frameworks.

J Finance and Decisions

1. The NHP working group can make financial decisions to progress development of the NHP and design code, once original spending limits have been agreed by full council.
2. All spending must adhere by the financial limits as set in accordance with the financial regulations and Standing Orders

K Volunteer involvement and engagement

1. Volunteer residents from any area or organisation within the Parish can request to join to be an active participant in the working group up to a maximum number of 10.
2. Participation involvement could include a strategic role, advisory role or involved in carrying out some work. The purpose and the member's roles will be defined when joining.
2. It will be up to the discretion of the 4 Parish Councillors on the NHP working party on who should join. The Chair will have casting vote.
3. Anyone who would like to join the NHP working party should contact the Clerk or Chair of NHP working party.