



NEIGHBOURHOOD PLANNING

WORKING GROUP TERMS OF REFERENCE

1. Purpose

- a. The main purpose of Cannock Wood Working Group is to oversee the preparation of the Neighbourhood Plan for Cannock Wood in order that these will then progress fair fashion, Encouraging widespread participation and giving equal consideration to opinions and Ideas from all members of the community
- b. All decisions made will be fully evidenced and supported through consultation with the local community

2. Principles

- a. That the Working Group will undertake the process in a democratic, transparent and fair fashion encouraging widespread participation and giving equal consideration to options and ideas from all members of the community
- b. All decisions made shall be fully evidenced and supported through consultation with the local community

3. Roles and Responsibilities

In order to achieve this, the Working Group will carry out the following roles

- Parish Council will update Cannock Wood Parish Council Website with the Neighbourhood Plan Working Group, communications within 72 hours of receipt. The Working Group will be issued with a notice board key to allow the Working Group to post any notices relevant to the Neighbourhood Plan
- Be accountable for Working and providing strategic management of the Neighbourhood plan for Cannock Wood;
- Produce, monitor and update a project timetable;
- Produce a consultation and engagement strategy, showing how the public will be involved throughout the process;
- Regularly report back to the Parish Council for endorsement of decisions taken;
- To undertake analysis and evidence gathering to support the plan production process;
- Actively support and promote the preparation of the Cannock Wood Neighbourhood Plan throughout the duration of the project;
- Identify sources of funding;
- Liaise with relevant authorities and organisations to make the plan as effective as possible;
- Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of all residents are understood;
- Consult as widely and thoroughly as is possible to ensure that the draft and final NP is representative of the views of residents;
- Agree, subject to ratification by the Parish Council, a final submission version of the Cannock Wood Neighbourhood Plan;

4. Membership

- a. The Working Group will be made up of a cross section of volunteers from the community, including Parish Councillors. Effort will be made to seek representation from under-representative sections of the community
- b. Membership of the Working Group will be open to the public indefinitely

5. Decision Making

- a. The Working Group has full delegated, authority from the Parish Council to deliver its plan making functions up to and including publication of the Consultation Draft Plan. The group will report, monthly to the Parish Council setting out progress on its work. The Parish Council will approve the Draft Neighbourhood Plan prior to publication for consultation and independent examination
- b. The plan-making process remains the responsibility of the Parish Council as the qualifying body. All publications, consultation and community engagement exercises will be undertaken by or on behalf of the Parish Council with appropriate recognition of the Parish Council's position given in all communications associated with the project

6. Meetings

- a. Working Group meetings will take place at least monthly or sooner if matters require it
- b. Where possible, all meetings should be held within the Parish. The dates of future meetings will be made publicly available via the Parish Council website
- c. The Working Group will appoint roles as they feel applicable to achieve the NP, these roles, Chair, Communications Officer as examples, but not specific
- d. The secretary shall keep a record of meetings and circulate notes to Working Group members and the Parish Council in a timely fashion. Minutes shall be made publicly available in Draft format on Parish Council Website until ratified at next meeting
- e. At least 7 clear days notice of meetings shall be sent to members via email (or an alternative agreed communication method)
- f. Decisions made by the working Group should be normally be by consensus at Working Group meetings. Where a vote is required each member shall have one vote. A minimum of 7 members shall be present where matters are presented for decisions to be taken. A simple majority vote will be required to support any motion
- g. A nominated representative from the Working Group will give an update, of NP progress at Parish Council Meetings. Parish Council Meetings, will allow a 15 minute "public speaking" sessions for general public questions regarding the NP

7. Working Groups

- a. The Working Group may establish Sub Groups, made up of volunteers from the community to aid them in any Neighbourhood Plan related work
- b. Each Sub Group should have a lead person from the Working Group
- c. Members of the community will be encouraged to participate in the process at all stages

8. Finance

- a. All grants and funding will be applied for and held by the Parish Council, who will ring-fence the funds for Neighbourhood Development Plan Work
- b. The Working Group will notify the Parish council, advising them of any planned expenditure before it is incurred
- c. Working Group members and volunteers from any Sub Groups may claim back any previously agreed expenditure incurred during any Neighbourhood Plan related work

9. Conduct

- a. It is expected that any Working Group members abide by the principles and practice of the Parish Council code of Conduct including declarations of interest
- b. Whilst Members as individuals will be accountable to their parent organisations, the Working Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations
- c. The Working Group will achieve this through applying the following principles;
 - I. Be clear and open when their individual roles or interests are in conflict;
 - II. Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief; and
 - III. Actively promote equality of access and opportunity;

10. Changes to the Terms of Reference

- a. This constitution may be amended with the support of at least (two-thirds) of the current membership as per signatory page (Annex A) at a Working Group Meeting and with the approval of the parish or town council

11. Dissolution

- a. The Working Group will be dissolved once its objectives have been attained and/or when at least (two-thirds) of its members and the parish or town council, consider its services are no longer required
- b. The Working Group will then dispose of any remaining funds held in accordance with any conditions imposed by the grant funders and in the best interests of Cannock Wood Parish Council