

Broseley Neighbourhood Plan Advisory Group Terms of Reference

Purpose

- a. The purpose of the Broseley Neighbourhood Plan Advisory Group (NPAG) is to carry through the preparation of a Neighbourhood Plan (NP) for the Broseley area in order that this will then progress to Independent Examination and a successful community referendum and ultimately be adopted by Shropshire Council to become planning policy.
- b. The NPAG will engage with the local community to ensure that the NP is truly representative, maximising support for the approach taken by ensuring high levels of community engagement throughout the plan-making process.

Principles

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

In order to achieve this, the Advisory Group will:

- a. Produce, monitor and update a project timetable;
- b. Produce a consultation and engagement strategy, showing how the public will be involved throughout the process;
- c. Carry through the strategy, ensuring as far as possible that the final NP is representative of the views of residents;
- d. Regularly report back to Broseley Town Council;
- e. Identify and secure funding;
- f. Liaise with relevant authorities and organisations to make the plan as effective as possible.
- g. Produce a draft version of the Neighbourhood Development Plan for ratification by the Town Council.

Membership

- a. The NPAG will be made up of a cross-section of volunteers from the Broseley communities, including Town Councillors.
- b. There will be at least six members of the NPAG, with a maximum of twelve and a minimum of three Broseley Town Councillors.
- c. The NPAG may co-opt additional members to the group at any time, subject to a recorded vote at a NPAG meeting.

Decision Making

- a. Broseley Town Council delegates full authority to the Advisory Group to work on the Neighbourhood Plan up to and including publication of the Consultation Draft Plan.
- b. The plan-making process remains the responsibility of Broseley Town Council as the qualifying body.
- c. All publications, consultation and community engagement exercises will be undertaken by or on behalf of the Town Council with appropriate recognition of the Town Council's position given in all communications associated with the project.

Meetings

- a. Advisory Group meetings will take place as and when required but not less than once every two months.

- b. The dates of future meetings will be made publicly available.
- c. The Advisory Group will elect a Chair and Secretary from its membership to remain in those positions until the project is completed. If these positions become vacant, the Advisory Group will elect an alternate.
- d. The Secretary shall keep a record of meetings and circulate notes to Advisory Group members and the Town Council in a timely fashion. Minutes shall be made publicly available.
- e. Minutes of the Advisory Group, along with correspondence and other formal documentation will be held by the Town Clerk.
- f. At least 5 clear days' notice of meetings shall be sent to members.
- g. Decisions made by the Advisory Group should normally be by consensus at Advisory Group meetings. Where a vote is required each member shall have one vote. A minimum of three members shall be present where matters are presented for decisions to be taken. A simple majority vote will be required to support any motion. The Chairman shall have one casting vote.

Working Groups

- a. The Advisory Group may establish working groups, made up of volunteers from the community to aid them in any Neighbourhood Plan related work.
- b. Each working group should have a representative from the Advisory Group who will report back to the NPAG.

Finance

- a. All grants and funding will be applied for and held by the Town Council, who will ring-fence the funds for Neighbourhood Plan work. All payments will be processed in accordance with Broseley Town Council's financial procedures.
- b. The NPAG will have delegated authority to spend monies so ring-fenced without further reference to the Town Council. NPAG will also have delegated authority to spend monies allocated by the Town Council for the Neighbourhood Plan project.
- c. Specific items of expenditure will be approved via a minuted resolution at a NPAG meeting, said resolution to be counter-signed by three Broseley Town Councillors present at the relevant meeting.
- d. Advisory Group members and volunteers from any working groups may claim back any previously agreed expenditure incurred during any Neighbourhood Plan related work in accordance with Broseley Town Council's procedures.

Conduct

- a. Advisory Group members will abide by the 'Nolan' principles of public life and the Town Council Code of Conduct, including declarations of interest.
- b. Whilst members as individuals will be accountable to their parent organisations, the Advisory Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.
- c. The Advisory 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;
 - iii. Actively promote equality of access and opportunity.

Dissolution The Advisory Group will be dissolved once its objectives have been attained or when the Town Council considers its services are no longer required.