

# **The Ivers Parish Council**

## **Terms of Reference Neighbourhood Planning Sub Committee To the Policy, Finance and General Purposes Committee**

### **1. Background**

Through the last four years, discussions have taken place regarding a Neighbourhood Plan for the communities of Iver, Iver Heath and Richings Park. It is the aim of the Parish Council that this process will provide an opportunity to communities to actively influence land use and development, and improvements to infrastructure, as part of the planning processes. The Ivers Parish Council believe that Neighbourhood Planning provides an opportunity to shape future development whilst safeguarding and enhancing what is valued by the community

In November 2016, the Parish Council received agreement for the proposed Neighbourhood Plan to cover the area contained within the whole of the Parish Council boundary.

### **2. Purpose**

The sub committee's purpose is to design, implement and oversee 2 distinct pieces of work:

- The Neighbourhood Plan development process
- Communication, engagement, and training to facilitate the Neighbourhood Plan process.

These two pieces of work, when delivered, will produce the Neighbourhood Development Plan that will then progress to Independent Examination and community referendum. Ultimately the Plan will be adopted by Buckinghamshire Council to sit alongside the Local Plan and other strategic planning documents.

### **3. Principles**

The sub committee is to work to the following principles:

- To undertake the process in a democratic, transparent, and fair fashion, allowing opinions and ideas to be put forward by all.
- To give those who live in the parish, or operate a business in the parish, the opportunity to inform and shape the process e.g. through taking part in the consultation and development process.
- To make this a positive and constructive process.

### **4. Tasks and Activities of the sub committee**

The following is a summary of the tasks and activities expected of the sub-committee:

- Work with the Parish Council and ensure that the council is fully informed throughout the process, with appropriate decisions referred to them when applicable. (All key decisions are to be recommended by the sub-committee and agreed by the Parish Council);

- Prepare a project plan, with milestones, to set out how the sub-committee will undertake the process of developing a Neighbourhood Plan;
- Prepare a communication, engagement and capacity building plan that aims to encourage engagement in the process;
- Meet regularly to agree actions and discuss issues that arise, in order that the process is dealt with in an efficient and timely manner;
- Gather baseline information required for the production of the Neighbourhood Plan and associated documents;
- Establish and understand the needs of residents and businesses, and what their long term visions or aspirations are;
- Decide upon, and, if required, set up sub-groups (or theme groups) to gather statistics, information and views. All sub-groups to be agreed by the full sub-committee;
- Identify and liaise with all stakeholders throughout the development of the Plan;
- Consult as widely and thoroughly as possible to ensure that the draft and final Plan is representative of the views that have been collected in order to fulfil the requirements of the consultation statement;
- Analyse the available information to prepare the draft and final Plan;
- Produce notes/minutes from sub- committee meetings and publish these and any relevant reports and data on the Parish Council Neighbourhood Planning webpage
- Set up a process of timely updates to the community and stakeholders
- Actively publicise the draft Plan prior to the Referendum;
- Receive instruction on financial arrangements and budget from the Parish Council.

## **5. Membership of sub-committee**

- The sub-committee shall consist of no more than 12 representatives:
  - Chairman of The Ivers Parish Council Planning Committee
  - 5 parish councillors
  - 1 representative of the spiritual sector
  - 4 representatives of the residents associations. (1 each from Richings Park Residents Association, Iver Residents Association and Iver Heath Residents Association);
  - 1 representative of the young people/young family sector
  - 1 representative for the environment sector
- Members must reside or operate a business/organisation in the Parish Council area;
- The sub-committee shall be quorate when at least one third of the members attend;
- Council/agency officers, other councillors, and community members, as well as others appointed by the council to support the process, cannot be voting members of the sub-committee but are able to attend meetings and contribute to the discussions as required.

## **6. Roles within sub committee**

The sub-committee shall elect a Chairman and Vice Chairman. If neither can attend a meeting, then a temporary Chairman (selected from the sub-committee members) will be elected for that meeting.

The Clerk to the Parish Council will provide administration to the sub-committee.

#### **7. Sub Committee Meeting Arrangements**

- The sub-committee (and sub or theme groups) shall meet regularly and as necessary;
- The public can observe the meeting and speak at the Chairman's discretion;
- Recommendations from theme/sub-groups will be relayed back to the full sub-committee for ratification and/or information;
- From time to time other stakeholders or interested parties may be invited to attend a specific sub-committee (or theme group meeting) to give a presentation and/or discuss their interest in the developing plan;
- A list of sub-committee members and contact details shall be maintained.
- Details of, and any changes to, the sub-committee membership will need to be recommended to, and agreed by the Parish Council.

#### **8. Finance and resource management**

- Finance and resources required by the sub-committee will be made available by the Parish Council for specific uses;
- Expenditure to be agreed by majority decision by the sub-committee;
- Decisions regarding the use of resources will be recorded in the minutes and must not result in an overspend on funds allocated.

#### **9. Changes to the Terms of Reference**

Any amendments to the terms of reference may be identified by the sub-committee and will be considered and agreed by the Parish Council.

The Terms of Reference was adopted by The Ivers Parish Council on the 18<sup>th</sup> May 2020

