

Gnosall Neighbourhood Plan Working Group

Terms of Reference

Introduction

The Working Group was formed in 2013 following the Parish Council's decision to progress with a Neighbourhood Plan and subsequent formal designation of Gnosall Parish area as a "Neighbourhood Plan Area". The first meeting of the Group took place on 17th September 2013.

General purpose of Working Group

The Group is a "task and finish" group, the general purpose of which is to oversee the production of the Neighbourhood Plan for Gnosall Parish for submission to Stafford Borough Council. Post submission, the Group may assist the Parish Council in seeing the Plan through its examination, referendum and approval stages.

Membership

Attendance at meetings will be by invitation from the Group. Membership will be limited to 10, unless the Group decides otherwise. Membership will be reviewed as necessary, depending on level of interest and work requirements, in order to try and maintain a representative cross section of the community and a useful mix of skills. The Parish Council shall have a minimum of two members. Requests for new membership will be considered by the Group. Working Group members not attending more than two consecutive meetings without sending apologies will be considered to have forfeited their membership. Members with a prejudicial interest in any matter on the agenda or in the Plan shall declare that interest and, if of significant pecuniary interest, may not vote or take part in decisions on that item. In addition to attending meetings, Members may be required to engage in work tasks between meetings, as decided by the Group.

Procedures

The Group shall have a Chairman, Vice Chairman and Secretary. Meeting frequency shall aim to be monthly, subject to availability and work requirements. A minimum of 5 members shall be necessary for a quorum at a meeting, with at least one member present being a Parish Councillor. More frequent or special meetings for specific issues may be held as necessary. Agendas and minutes of meetings will be made publicly available through the Parish Council website and such other means of communication as may be appropriate. Where voting is necessary, each member present shall have one vote, with the Chairman having a casting vote in the event of no majority decision being reached. The Terms of Reference of the Group may be reviewed as necessary during the life of the Group.

Responsibilities

In fulfilling the general purpose of the Group, the following tasks will be undertaken, in addition to any others which may become necessary as the Plan progresses:

- Prepare a timetable for the Plan production
- Identify costs associated with delivering the project
- Prepare a community engagement programme sufficient, as a minimum, to achieve compliance with legal requirements. This will include, but not necessarily be confined to: questionnaire surveys, update bulletins, local events and meetings, formal consultation on the draft plan, responding to local consultation.
- Through the above community consultation, establish the future needs of the area
- Assemble baseline information about Gnosall using datasets from SBC and other relevant 3rd parties.

- Identify policies in Stafford Borough Plan (2013 submission version) relevant to planning decisions about development in Gnosall and therefore relevant to the preparation of policies in the Neighbourhood Plan
- Develop Neighbourhood Plan area specific policies to inform the future development and use of land in the area and to supplement policies in the Local Plan for Stafford Borough
- Liaise with Stafford Borough Council and relevant stakeholders and consultees (eg local residents, community groups, landowners, local businesses, adjoining Parishes and other key third parties e.g. Environment Agency, English Heritage, Natural England, Wildlife Trust).
- Identify and define the development boundaries applicable to the Plan.
- Have regard to relevant national policies, be in general conformity with the strategic policies of the district council, EU and Human Rights legislation when developing the plan.
- Consult locally on the draft Plan when prepared and respond to the results of such consultation
- Submit the Plan to Stafford Borough Council
- Support the Parish Council in taking the plan through the examination.
- After successful examination, support the Parish Council in progressing the plan through to referendum.