

Long Whatton and Diseworth Parish Council: Long Whatton and Diseworth Neighbourhood Development Plan Working Group.

Terms of Reference

Role:

To prepare the Long Whatton and Diseworth Neighbourhood Plan for approval by the Parish Council.

The Parish Council will remain responsible for:

- Approving the draft Long Whatton and Diseworth Neighbourhood Plan, then publicising it for at least 6 weeks as well as consulting any of the consultation bodies whose interests it considers may be affected by the draft plan, all in accordance with regulation 14 of the Neighbourhood Planning (General) Regulations 2012) (as amended); and
- Approving then submitting the draft Long Whatton and Diseworth Neighbourhood Plan, and accompanying documentation, to North West Leicestershire District Council.

Membership:

Up to four Parish Council members together with other interested members of the community who are co-opted as a Working Group (with a maximum of eight members in total). The term of office for each member shall be for one year.

Equal membership from residents of Long Whatton and Diseworth villages is preferred.

Quorum:

Three members of the Working Group, and at least one member from each of Long Whatton and Diseworth villages.

Authority:

Section 102(4) of the Local Government Act 1972

Conditions:

- The Code of Conduct of the Parish Council will apply to all meetings of the Working Group.
- The Working Group will be appointed for the duration of the Neighbourhood Development Plan process.
- The Working Group will meet as and when required.
- Minutes of the meetings will be kept by the clerk, or a nominated group member, and shall be presented, for noting, to the next meeting of the Parish Council-
- Meetings will be open to the public unless the Working Group feels it appropriate to exclude the public (and/or Press) for specific items.
- The terms of reference for the Working Group should be published and the minutes of meetings made available to the public.
- All members of the Working Group, and the Parish Councillors, will receive an agenda and supporting papers (to be sent via e-mail).
- All meetings will be as arranged by the Chairperson appointed by the Working Group giving notice of one week if a special meeting is deemed necessary. Regular meetings to be on dates and times previously agreed by the Working Group

20 January 2022

- The Working Group may approve items of expenditure, provided the total expenditure does not exceed the grants available to the Parish Council for neighbourhood planning. Invoices are to be forwarded to the Parish Council for payment.

Restrictions:

- Only members of the Working Group may vote on agenda items. Members of the Working Group have voting rights under section 13(3), (4)(e) or (4)(h) of the Local Government and Housing Act 1989.
- Non-members of the Working Group may attend and will be allowed to speak on an agenda item with the agreement of the Chair.
- Non-members of the Working Group are subject to the same rules as the Sub- Committee members regarding confidentiality and the requirements of the Code of Conduct.

Responsibilities:

- To advise the Parish Council on all matters relating to the Neighbourhood Development Plan.
- To cooperate with North West Leicestershire District Council on the preparation of the Long Whatton and Diseworth Neighbourhood Plan.
- To ensure that people living and working in the parish:
 - are kept fully informed of what is being proposed
 - are able to make their views known throughout the process
 - have opportunities to be actively involved in shaping the emerging Long Whatton and Diseworth Neighbourhood Plan
 - are made aware of how their views have informed the preparation of the Long Whatton and Diseworth Neighbourhood Plan
- Consult bodies whose interest may be affected by the Long Whatton and Diseworth Neighbourhood Plan, including public bodies, landowners and the development industry.
- To apply for grants to support the preparation of the Long Whatton and Diseworth Neighbourhood Plan.
- To appoint and seek professional support and advice on technical or process issues.
- Collation of evidence informing the Long Whatton and Diseworth Neighbourhood Plan.
- To liaise with North West Leicestershire District Council regarding the appointment of an independent Examiner.
- To respond to questions and requests for information from the independent Examiner.

Prejudicial personal interest:

A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice the Working Group member's judgement of the public interest.