

Medbourne Parish Council

Medbourne Neighbourhood Plan Advisory Committee

Terms of Reference

The Purpose

1. To promote or improve the social, economic and environmental well-being of the designated area primarily through the development and production of the Neighbourhood Plan.
2. To prepare a neighbourhood plan with the authority of the parish council.
3. To encourage accord, goodwill and support through the involvement of the wider community.
4. To foster, mobilise and engage community spirit and a pride in the parish of Medbourne.

Carrying out the Purpose

1. Undertake the preparation of a Neighbourhood Plan and any associated tasks
2. Identify sources of funding and amount of funding required from the M.P.C.
3. Be responsible for advising on expenditure within agreed limits from the M.P.C., monitored and reported corporately by the parish clerk. The committee shall be allowed the power to spend up to £50 on one or a combination of items required for the production or preparation of the plan, delegated to and executed by the Parish Clerk, without reference to the M.P.C. in any one financial year.
4. Liaise with the relevant authorities to ensure that the plan is as comprehensive and inclusive as practicable.
5. Identify the requirement for help from advisory or professional bodies.
6. Define and identify ways of engaging the whole community through the appropriate consultation processes, including local businesses, stakeholders, clubs, societies and charities.
7. Provide accurate and comprehensible analysis of the above consultations.
8. To report back regularly to the M.P.C. on progress and issues arising.
9. To obtain approval from the MPC at key stages i.e. the draft Project Plan, the Budget, the Neighbourhood vision, the community and stake holder consultations, including approval of the documents prior to the consultations, and submission for enquiry and adoption.
10. To ensure that the plan at all times is in line with the requirements of relevant legislation and policy including, but not limited to, Neighbourhood Planning regulations 2012 and the Localism Act of 2011.
11. To ensure that the plan is in conformity with the Harborough District Council Core Strategy and takes into account the emerging Local Plan (2017).

Membership

The Neighbourhood Plan Advisory Committee shall comprise no fewer than 6 and no more than 12 members. 2 of these shall be councillors from the P.C. The rest of the committee should be made up from volunteers, with special skills, resident and domiciled in and across a geographical spread of the Parish.

The Chairman and membership of the committee will be established by M.P.C. at a council meeting, set up for this purpose, amongst others. Thereafter, the vice-chair, and secretary will be appointed at the first meeting of the committee.

The Quorum shall be when 4 non council committee members and one council committee member is present.

The Committee will seek advice from the Parish Clerk as required.

Meetings

These shall occur once per calendar month, 5 days notice shall be given for each meeting, with an Agenda published 3 working days prior to the meeting. Minutes for each meeting shall be taken and recorded, then passed to the parish clerk each month, no more than 14 days after the meeting. Agendas, relevant papers and subsequent minutes will be published on the PC website and available for all members of the public to access.

The MNPAC can exclude the public and hold a closed session in exceptional circumstances for matters that are sensitive.

Theme Groups

The MNPAC may appoint specific Theme Groups to carry out agreed work on its behalf, with a nominated Leader for each Theme Group. The work of the Theme Groups does not need to be open to the public and Theme Groups are not required to follow the procedures referenced above.

The Leader:

- Shall report on progress to the full meeting of the MNPAC.
- May co-opt additional members to further the work of the Theme Group.

Each Theme Group to report back to the MNPAC. The MNPAC will then make recommendations to the Parish Council

Finances

- 1) The Parish Council shall be responsible for ensuring that any proposed expenditure is lawful and relevant, through regular and corporate reporting from the parish clerk as the responsible financial officer for the council. He will also ensure that council is aware of any ongoing or future budgetary implications associated with the project.
- 2) All expenditure beyond the agreed sum in para 3 of "Carrying out the Purpose" must be approved by the Parish Council.

General Conduct of Committee members

The Members Code of Conduct as adopted by the MPC, and or that which is superseded by the Localism Act of 2011 as referenced in the document NALC LTN 80, shall apply to all committee members and any volunteers. Both are expected to conduct themselves when working on the neighbourhood plan in a manner consistent with the principles of conduct for those in public life; e.g. with transparency, objectivity, accountability, and honesty.

There are also provisions within the code or prescribed by the Act, that apply to the registration and disclosure of both pecuniary and non-pecuniary interests and these must be observed.