

REACH NEIGHBOURHOOD PLAN PROJECT GROUP

TERMS OF REFERENCE

Purpose

To oversee the production of a Neighbourhood Plan (the Plan) for Reach, based on the views of local people.

Among other things the Plan will:

- develop a shared vision for our village
- gauge the need for new homes, particularly affordable housing, in Reach and establish where any new housing should be built
- identify and protect leisure facilities, local green spaces and other areas of value to nature conservation, historic assets and landscape features
- influence what new buildings should look like
- influence transport and access issues around roads cycling, walking and access for disabled people
- promote renewable energy projects
- consider the need for community projects, including those to improve our environment, and social assistance

Governance

The Project Group is accountable to Reach Parish Council (the PC) which is the qualifying body for delivery of the Plan.

The Project Group has delegated authority from the PC to deliver the Plan up to and including publication of the Consultation Draft Plan. The Project Group will provide monthly progress reports to the PC. The PC will approve the draft Plan prior to publication for consultation and independent examination.

Finance

All grants and funding for production of the Plan will be applied for and held by the PC which will ring-fence the funds.

Principles

The Project Group will aim to engage the entire population of Reach in the production of the Plan and will consult with all shades of opinion and interest. It will also engage relevant external stakeholders including the Local Authority and neighbouring Parish Councils.

The Project Group will operate in a democratic, transparent and fair fashion. Members will abide by the principles and practice of the Parish Council Code of Conduct and must declare when their personal interests are involved.

Decision making will be rigorous, recorded and evidenced.

Approach

Whilst abiding by the above principles, the Project Group will be delivery-focused in recognition of the time-sensitive nature of its work.

Key Roles

- production of the Plan which will require the Project Group to:
 - agree a position on specific issues and, where necessary, policy for ratification by the PC
 - bring together local expertise, encourage joint working and strengthen links between stakeholders
 - commission evidence gathering and analysis where required
 - act as the public face and principal contact for questions concerning the Plan
 - encourage stakeholder engagement with the Plan

Membership

Membership of the Project group will be published.

The Project Group will be kept small, with no more than ten members, to assist in retaining focus and delivery.

In consideration of its make up, the Project Group will be mindful of the need to be representative of the village as a whole and to make effective use of the skills held by villagers. The PC will be represented on the Project Group.

As the project progresses, the Project Group may seek external support, paid for where appropriate, to meet specific requirements. It may create working groups of villagers to help with specific challenges or temporarily co-opt villagers to the Project Group to assist. All such extensions of Project Group membership and the nature of the delegated tasking will be recorded.

Work Processes

The Project Group will draw on best practice for project management. In particular the Project Group will be driven, coordinated and monitored through a project plan which will be publicly available.

The Project Group will meet regularly and frequently (at least monthly) at locations that are accessible to the public.

The Project Group will place particular emphasis on communicating with members of the village, operating through a variety of channels to ensure that its activities are as visible to as many villagers as possible. It will develop an engagement strategy to assist the process.