

Plaistow and Ifold Neighbourhood Plan Working Group

Terms of Reference

1. Title

The Group shall be called the Plaistow and Ifold Neighbourhood Working Group (PINPWG)

2. Purpose

The PINPWG will be responsible to Plaistow and Ifold Parish Council (PIPC) for the following:

2.1 To research, prepare and produce a Plaistow and Ifold Neighbourhood Plan (NP) which:

a. Aligns with the applicable policies of the relevant Chichester District Council Local Plan

b. Seeks to deliver policies which benefit the Parish of Plaistow and Ifold

2.2 To ensure by consultation, that residents and interested groups within Plaistow and Ifold Parish have an opportunity to make known their views.

2.3 To define, propose and seek approval and support from the Community for any policies and/or plans to be incorporated in the NP.

2.4 To secure acceptance of the NP by the Community, PIPC and Chichester District Council

3. Carrying out the purpose

To carry out the purpose, the PINPWG will have the power to:

3.1 Develop a project plan, action strategy, budget and programme for delivering the NP.

3.2 Coordinate Community consultation activities for the NP by means such as open days, workshops, leaflets, questionnaires and e mail correspondence.

3.3 Use evidence from the consultations to prioritise and plan future actions that will benefit the Community.

3.4 Oversee the drafting and the finalising of the NP and supporting documents.

3.5 Make a recommendation to the Parish Council for approval of the NP to enable it to progress to Regulation 14 consultation.

3.6 Oversee any revisions to the NP following the Regulation 14 consultation to the point when the NP is passed to Chichester District Council at Regulation 15 for the Regulation 16 consultation.

3.7 Facilitate the use of consultants to provide expert advice to the PINPWG, delegate packages of work to the consultants and manage the scope, delivery and cost of this work.

3.8 Facilitate, in conjunction with Chichester District Council the choice of the Independent Examiner.

3.9 Implement any revisions to the NP required by the Independent Examiner.

3.10 Co-ordinate with the Parish Council any advertising deemed necessary to promote, where necessary, the referendum.

4. Membership

4.1 The PINPWG will be made up of at least 4 members of the Parish Council.

4.2 The Parish Council will initially approve the core membership of the PINPWG.

4.3 A person shall cease to be a core member of the PINPWG having either: -

a. Notified the Chair or Parish Clerk in writing of his or her wish to resign, or

- b. If as members of the PINPWG they have not attended a meeting or responded to the circulation of the minutes for a consecutive 3-month period.
 - 4.4 The PINPWG may co-opt additional non-core members at its discretion, so long as the total number of co-opted members does not exceed the number of core members and the Co Option Policy for Working Group members of the NPWG is followed (attached).
 - 4.5 The PINPWG shall be able to seek the resignation of any member whom it deems, by majority a vote, is failing to act in the best interest of the working group and its work on behalf of the Community.
5. Responsible persons
- 5.1 The PINPWG will elect members to fulfil the following roles:
 - i. Chairperson
 - ii. Vice ChairmanThe Parish Clerk will act as treasurer and administrative support.
6. Meetings
- 6.1 The PINPWG will meet as required. Meetings will not be held in public as the PINPWG is not a Committee of the Parish Council.
 - 6.2 At least 3 core members must be present at the meeting to be able to take decisions, which shall be recorded in the minutes of the meeting.
 - 6.3 Resolutions and decisions will be decided by a majority decision of core members and in the case of a tie, the Chairman shall have the casting vote.
 - 6.4 If a member realises, he/she has a pecuniary interest during the course of the meeting then the member must alert the Chairman and the interest be duly recorded at that point in the meeting.
 - 6.5 If any member has a “pecuniary” interest in an item being discussed, they must, having declared the interest, leave the meeting while this matter is being discussed or decided. Interests “personal” in nature, the member may remain in the meeting and enter in discussion but take no part in any vote in the decision-making process.
 - 6.6 Should it be determined that a decision cannot be made as all members have either a “personal” or “pecuniary” interest in a matter, then dispensation must be applied for. This application must be in writing by each member, to the Parish Council Clerk, three clear working days ahead of the meeting. The Parish Council Clerk may then, if the criteria for such a dispensation are satisfied, allow members to discuss and vote on matters in which they have an interest. If a decision cannot be made due to the number of members with a pecuniary interest the matter should be referred to the Full Parish Council.
7. Finance
- 7.1 The Parish Clerk will act as treasurer to the PINPWG and shall keep proper records and receipts for all expenditure by it.
 - 7.2 Members of the PINPWG or Community who are involved as volunteers with any of the working groups may claim back reasonable expenditure necessarily incurred during the process of production of the NP. Any expenditure up to a total of £1000 each fiscal year will not require prior approval by the Parish Council. Expenditure above a total of £1000 each fiscal year will require prior Parish Council approval.
 - 7.3 The Parish Clerk will be responsible for applying for grants to offset the cost of producing the NP.

8. Appointment of Sub Working Groups

8.1 The PINPWG may appoint sub working groups to undertake any activities that contribute to its purpose.

8.2 Working groups will be bound by the terms of reference set out for them by the PINPWG.

9. Reporting

9.1 The PINPWG shall report back to the Parish Council with details of progress with the NP after each meeting at the next available Parish Council meeting.

9.2 The report may take the form of a verbal update, or a written submission as deemed appropriate by the PINPWG.

10. Approval

10.1 The Parish Council will approve the PINPWG terms of reference which will be recorded as a minute item in the parish council minutes for the duration of the delivery of the NP to a “made” status.