

Balsall Neighbourhood Development Plan Committee

Terms of Reference

Background

The Parish Council of Balsall is the qualifying body for the preparation of a Neighbourhood Development Plan (NDP) for the parish of Balsall. The Parish Council confirmed the establishment of a Neighbourhood Development Plan Committee at its meeting of 14 December 2016 with a current membership of Councillors Helen Dean, Mark Tattum, Will Heard, Christina O'Sullivan and supported by the Clerk of the Council.

Purpose of the Committee

The purpose of the Committee is to carry out the Parish Council's responsibility to create a Neighbourhood Development Plan.

The functions of the Committee are listed in Annex A. The list is not exhaustive.

Role of the Committee

The Committee will be the project board for project management and decision making purposes and will lead the preparation of the Neighbourhood Development Plan. During the plan development stage, the Committee will report back regularly on progress to the Parish Council.

The Parish Council has granted delegated authority in the exercise of all relevant plan-making functions. The Committee will guide and agree the content of the Plan and all associated evidence and analysis up to Preferred Option Consultation Draft stage. The Committee will engage and consult with the community in the preparation of the NDP as effectively as possible. The Committee will submit a draft Neighbourhood Development Plan for approval by the Parish Council who will submit it to Solihull MBC for independent examination.

It is intended that the Committee will remain active until the independent examiners report is published and the plan is subject to public referendum.

Objective

The objective of the Committee is to produce a sound NDP for the parish of Balsall that defines the planning policy priorities identified by the community, taking into account all representations made during the plan-making process and having regard to existing plans and evidence. The plan shall take full account of the provisions of the National Planning Policy Framework (NPPF) 2012 and the Solihull Metropolitan Borough Council Local Plan.

Committee Composition

The Committee consists of four nominated local Councillors and supported by the Clerk.

The quorum for a Committee meeting is a minimum of 3 members

The functions of the Committee can be delegated to Sub-Committees and the NDP Committee or a Sub-Committee may establish Working Groups to deal with individual issues and tasks.

Meetings

The Committee shall meet as may be required, with a minimum of 4 meetings a year, for the lifetime of the project. All meetings shall be open to the public and be subject to Balsall Parish Council Standing Orders as below:

- give at least 3 days clear public notice of the meeting to the public via Parish Council notice boards/website and members using email;
- have an agenda that details the matters to be discussed;
- the Clerk shall keep a record of meetings and circulate minutes to Committee members and the Parish Council in a timely manner;
- dates and venues of meetings to be made available to the public via Parish Council notice boards/website/social media;
- Minutes of meetings will be published on the Parish Council website
- all meetings to be open to the public;

Sub-Committees and Working Groups

Subject to Clause 4(1) to Clause 4(4) of the Council's Standing Orders, the Committee may establish such Sub-Committees and/or Working Groups as it considers necessary.

They will report to the NDP Committee.

The existing Willow Park and Village Centre Working Groups will report on consultation to the NDP Committee.

The Local Plan Working Group will report to the NDP Committee.

Finance

The funding for the NDP will be met by the Parish Council and the Council's Responsible Financial Officer will be responsible for managing expenditure in accordance with Balsall Parish Council's Financial Regulations.

Termination of the Committee

The Committee and its Sub-Committees and Working Groups may be terminated once the NDP has completed the Community Referendum stage of the NDP process or by the Parish Council on subsequent review if it is agreed that a useful and acceptable plan cannot be achieved.

Amendment of Terms of Reference

These Terms of Reference may be reviewed by the Parish Council during the life of the project.

Annex A

NDP Committee Functions

- Investigate and identify support for the Neighbourhood Development Plan (NDP).
- Liaise with relevant authorities and organisations particularly Berkswell Parish Council, to make the NDP as effective as possible.
- Be the locally accountable and representative lead for plan making.
- Regularly report back to the Parish Council on progress, issues arising and outcomes.
- Set up Sub- Committees with delegated responsibilities and Working Groups to complete tasks on particular themes.
- Develop and deliver a community involvement and engagement plan to identify ways of involving the whole community and gather the views and opinions of as many individuals, groups, organisations and businesses in the community as possible.
- NDP Committee will not deal with non-planning issues however suggestions falling outside the remit of the Plan will be identified for the future.
- Higher level planning issues will be referred to the Local Plan Working Group.
- Take responsibility for project planning, budgeting and monitoring expenditure.
- Secure sources of funding.
- Engage such professional support as is necessary.
- Ensure the collation and analysis of the consultation feedback is in accordance with the Data Protection Act.