

**Kesgrave Neighbourhood Plan Steering Group/Sub-Committee**  
**KESGRAVE NEIGHBOURHOOD PLAN**  
**TERMS OF REFERENCE**

## **1. Background**

- 1.1 Kesgrave Town Council with other community stakeholders, has determined that it intends to produce a Neighbourhood Plan. It has established a Neighbourhood Plan Steering Group/Sub-Committee to oversee the process.

## **2. Purpose and Mission Statement**

The purpose of the Neighbourhood Plan Steering Group/Sub-Committee is to design and facilitate a process in line with the laid down procedures from the Localism Act 2011, that will result in the preparation of a Neighbourhood Plan for Kesgrave, in order to achieve the desired vision for this Town. (Neighbourhood Planning – Powers to act as lead body for a neighbourhood development plan or a neighbourhood development order. Localism Act 2011, Schedule 9, Town and Country Planning Act 1990, ss, 61E-61Q. Schedule 4B; Planning and Compulsory Purchase Act 2004, s38A).

- 2.1 The process will be:

- *inclusive* – offering the opportunity to participate for everyone who lives or works in Kesgrave.
- identifying all the important aspects of life in Kesgrave for which we need to plan for the future.
- *positive* – bringing forward proposals which will improve the quality of life in Kesgrave.
- *supported* – where there is a need for professional support to complete the process.

## **3. Tasks**

- 3.1 The Neighbourhood Plan Steering Group/Sub-Committee, along with its technical advisers, will undertake the tasks shown in paragraphs 3.2 to 3.9.
- 3.2 Prepare an outline process for producing the Neighbourhood Plan.
- 3.3 Promote the process of preparing the Neighbourhood Plan to encourage participation and the submission of views and ideas.
- 3.4 Organise meetings to gather views and consult on ideas.
- 3.5 Assess existing evidence about the needs and aspirations of the Town.
- 3.6 Liaise with relevant businesses and organisations to secure their input in the process.
- 3.7 Ensure that the views of the full range and diversity of interest Groups are sought through the process, as far as this is reasonably possible.
- 3.8 Analyse the views, ideas and proposals received during the planning process and use these to prepare a Plan.
- 3.9 Keep the Town Council fully informed of progress and seek approval of any recommendations by the Planning and Development Committee (delegated powers), and the subsequent full Town Council.

#### **4. Membership of the Neighbourhood Planning Team and Quorum**

- 4.1 Membership of the shall comprise no less than five Town Councillors. Additional members can be co-opted if required.
- 4.2 The Steering Group/Sub-Committee Group shall review its membership from time to time with any recommendations to the Planning and Development Committee of the Town Council, but where approval needs to be at the Annual Town Council Meeting.
- 4.3 Where appropriate, officers from Suffolk Coastal District Council (SCDC) and other key stakeholders will be invited to attend Meetings in an advisory capacity.
- 4.4 This Steering Group/Sub-Committee reports to the Planning and Development Committee or the full Town Council. Although a quorum is not legally required, the Town Council will follow best practice and set the quorum of at least one third of the Steering Group/Sub-Committee, but no less than three Town Councillors, (as per Town Council Committee Meetings).

#### **5. Chairman of the Neighbourhood Planning Team Sub-Committee**

- 5.1 The Sub-Committee Group shall elect a Chairman and Deputy Chairman annually.
- 5.2 If the Chairman is not present, the Deputy Chairman shall take the Meeting. If neither is present, members shall elect a Chairman for the meeting from amongst their number.
- 5.3 Elections shall take place at the beginning of each administrative Council year.

#### **6. \*Arrangements for the Neighbourhood Planning Team**

- 6.1 Notice and associated papers shall normally be despatched three clear days before the date of the meeting. E-mail will be used where possible.
- 6.2 The Neighbourhood Plan Steering Group/Sub-Committee shall keep Minutes or Notes of proceedings which will be recorded and open to public scrutiny. A Signing-In Register will be available at each Meeting for the purposes of recording those present and apologies for absence within the Minutes or Notes.
- 6.3 A Secretary can be appointed to take Notes/Minutes. This is not necessarily the Clerk or an Officer of the Council. (Localism Act 2011).

#### **7. Frequency, Timing and Procedure of Meetings for the Neighbourhood Plan Sub-Committee**

- 7.1 The Neighbourhood Plan Steering Group/Sub-Committee shall meet not less than once every quarter.
- 7.2 Any changes to Neighbourhood Plan Steering Group/Sub-Committee Terms of Reference shall require Town Council approval.

#### **8. \*Secretarial Arrangements**

- 8.1 Each meeting shall nominate a Secretary. The sole duty of the Secretary is to provide brief Meeting Notes of each Meeting. A different member can be nominated as Secretary for each meeting.
- 8.2 Meeting Notes must be provided to the Planning and Development Committee, ideally in electronic form, and will be a matter of public record.
- 8.3 NALC (National Association of Local Councils) recommend that the public are invited to attend Meetings unless confidential. and that the Meetings should not be held on licensed premises.

***LAST REVIEWED; 14<sup>th</sup> May 2018***

***NEXT REVIEW DUE; April/May 2019***