

Liskeard Neighbourhood Plan Team

TERMS OF REFERENCE

(As approved at 21st January 2014 Town Council Meeting)

Liskeard Town Council is the Qualifying Body entitled under the Localism Act 2011 to initiate, lead the production and the adoption of a Liskeard Neighbourhood Plan. On 15th October 2013 the Town Council RESOLVED to prepare such a plan for Liskeard (Minute reference 382/13 of 15/10/13).

On 19th November the Liskeard Town Council further RESOLVED that a small working group be established to oversee the production of the Liskeard Neighbourhood Plan. (Minute reference 491/13 of 19/11/13).

This document set out the Terms of Reference for the working group, and was approved by the Town Council on 21st January 2014. (Minute reference 663/13 of 21/01/14).

Name. The name of the group shall be the Liskeard Neighbourhood Plan Team (NPT)

Membership. There shall be no more than 15 members of the NPT. This shall consist of 8 Town Councillors appointed by the Town Council to serve on the NPT (representing the council's different interests, e.g. planning, environment, leisure, transport, finance and resources etc.). It will also include representatives of the wider local community, recruited at the NPT's discretion, who can bring value to the project. These members will be invited to reflect different sectors of the community and the range of skills, knowledge and experience that will be required to develop the Neighbourhood Plan. These should include:

- 1 representative from the surrounding parishes;
- 1 representative from the business and commercial community;
- 1 representatives from the Town Forum;
- 1 representative of the town's young people;
- 1 representative from the educational sector;
- 1 representative from a disability group;
- 1 representatives from the Town Team and its legacy body.

However, the NPT may appoint working-parties to tackle specific themes and issues. Additional Councillors and community members with specific skills and knowledge may be co-opted at the Team's discretion at a later date if they are likely to bring additional benefits to the project.¹

¹ At its meeting on 27/1/14 the LNP Team resolved that it would Invite neighbouring parishes to observe, that the final composition of the LNPT would be decided after the scoping exercise, making particular efforts to ensure diversity, and that new members should be bound by the TOR and have some sort of induction.

Task. The purpose of the Team shall be to carry out the following tasks on behalf of Liskeard Town Council:

1. Undertake the preparation of a Neighbourhood Plan and any associated tasks on behalf of the Town Council
2. Identify sources of funding, and apply for them as appropriate
3. Take responsibility for planning, budgeting and controlling expenditure on the production of the Neighbourhood Plan
4. Liaise with local organisations, Cornwall Council, and other bodies to ensure the plan is as comprehensive and inclusive as possible.
5. Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible
6. Determine the types of consultation and information gathering to be used
7. Be responsible for the analysis arising from such consultation and the production and distribution of the final report
8. To report back regularly to the Town Council on progress and major issues arising and outcomes from the exercise
9. Present the draft Neighbourhood Plan for the formal approval of the Town Council
10. Subsequently to assist the Independent Assessor, and assist in arrangements for the Referendum.

Organisation. The NPT shall appoint a Chairperson, Vice-Chairperson, Project Leader, and note-taker. Team members will be expected to lead any necessary sub-groups or working parties that are created. Appointments will be for one year, subject to renewal, made at the first meeting of each calendar year.

Meetings. These will be held monthly or as may be required to get through the tasks involved. At its first meeting of the year the Team will set a calendar of meetings for that year.

There will be no restrictions on the tabling of information or proposals at the meetings, although it will be expected that they will have been circulated within the Team as far in advance as possible.

Wherever possible the Team will reach agreement on decisions through discussion and consensus. However, where this is not possible, the matter shall be determined by a

majority of votes of the Team present. In the case of equality of votes the Chairman of the meeting shall have a casting vote.

The quorum necessary to transact business but shall be a minimum of 50% of members.

Agenda. Although the content of each meeting will vary as the NP process evolves, each shall always have the following Standing Items:-

- Notes of last meeting
- Declarations of Interest
- Project Plan Review
- Budget position
- Reports from Sub-Groups
- Note of actions agreed
- Recommendations to Town Council

Notes and Minutes. These will be maintained in short form notes, consisting only of a record of decisions reached and recommendations to the Town Council.

Reporting. The Neighbourhood Plan Team will report to the Town Council on a regular frequency and not less than quarterly. Such reports must include a note on progress (from the Project Plan), budget updates, and where appropriate recommendations and requests for support from the Town Council.

Role of Project Manager. The Project Manager will:

- Prepare a project implementation plan and provide progress monitoring reports to the NPT.
- Prepare and collate papers for the NPT meetings.
- Manage the project budget.
- Liaise with the NPT Chair, Town Clerk, Working Party leads and representatives of other bodies promote progress with the NP.

Budget and Finance.

(1) Budget Management. The Town Council will delegate management of the approved budget for the NP to the Neighbourhood Plan Team. The Team will ensure that the budget is managed effectively through the Project Manager.

The Project Manager will report to the Team and to the Town Council on planned and actual expenditure, and liaise with the Town Clerk as appropriate. The Project Manager shall keep a clear record of income and expenditure, where necessary supported by receipted invoices. The Project Manager will liaise with the Town Clerk on budget management on a quarterly basis to formally monitor expenditure, commitments and income.

Everyday expenditure up to £500 per activity shall be delegated to the Project Manager to authorise, and orders up to this value may be placed directly with the most appropriate suppliers, subject to the need to show evidence that best value for money is being obtained.

Expenditure above that will require the authority of the NPT on the basis of competitive written quotations prepared against a short, clear specification.

Expenditure above £4999 will require formal written competitive tenders prepared against a formally approved specification of work.

Quotations or tenders valued above the lowest received may be accepted where the NPT consider, and can demonstrate, that the best economic value may be gained by accepting a higher cost.

Payments to suppliers will be made through the Town Council's financial management system.

(2) Volunteer Expenses. Individual members of the community, who are involved as volunteers on the NPT and/or any of the working teams, may claim back any expenditure properly and necessarily incurred during the process of producing the Neighbourhood Plan. This could include printing, postage, stationery and travel outside the Plan area. Volunteer expenses will only be paid if approved in advance and accompanied with receipts.

Such expenses will not be paid if they are also claimable from the organisation the volunteer represents.

(3) Councillor Expenses. Any travelling expenses incurred by Town Councillor's appointed to the NPT will be paid through the Town Council's system.

General conduct of members of the Team. Members and community volunteers are expected to conduct themselves in a manner consistent with the principles of conduct for those in public life which are:

- selflessness;
- integrity;
- objectivity;
- accountability;
- openness;
- honesty and leadership.

Equalities. The Team will at all times pay regard to the requirements of the Equality Act 2010. It will prepare the Plan in a way that recognizes, respects, and values equality and diversity, so as to ensure that none of the Plan's provisions are discriminatory. To achieve this the Team will carry out Community Impact Assessments at appropriate stages of the Plan development.

Interests. All members of the Team must declare any pecuniary interest that may be perceived as being relevant to a decision of the Team. This may include membership of an organisation, ownership of land or a business, or any other matter that may be considered to be relevant. Such declarations shall be recorded and be publicly available

Organisations and businesses may assist in the production of the Neighbourhood Plan and may contribute to the cost of producing it. Details of any donations or assistance must be made publicly available and must not influence the recommendations of the Plan.

Changes to the Terms of Reference. The ToR may be altered and additional clauses may be added by a majority vote of the Team. Any such changes must then be ratified by the Town Council.

Freedom of Information. In accordance with the Freedom of Information Act, as an extension of the Town Council, the Team will make available to the public, minutes of meetings, policies and procedures, its organisation and structure and information on budget, expenditure and allowances, via the Town Council's website, and via a monthly press release/newsletter.

Period of Operation. The duration of the Liskeard Neighbourhood Plan Team will be three years from 1st November 2013, subject to renewal.

Dissolution of the Group. Upon dissolution of the Team any remaining funds shall be returned to the Town Council for appropriate use. No individual member of the Team shall benefit from the disposal of such funds.

Appendix A

Extracts from Minutes of Liskeard Town Council

382/13 NEIGHBOURHOOD PLAN

The majority of Councillors present agreed that the town should have a Neighbourhood Plan. Discussion included:

- A working group of 4 or 5 Councillors be formed to plan the Neighbourhood Plan
- Consultation should be held with neighbouring Parishes such as Dobwalls and Menheniot
- The possibility of producing a joint Plan should be investigated
- Nine of the ten councillors present volunteered to join the working group

Councillor Brooks proposed, Councillor J. Shrubsole seconded and nine Councillors **voted that the Council would produce a Neighbourhood Plan**. One Councillor voted against the motion.

491/13 NEIGHBOURHOOD PLAN

The Mayor reported on the informal meeting held on Monday 11 November 2013. She mentioned the headings from previous plans and suggested that they could be the starting point for this Plan. A working group should be formed to register the Council's intention to provide a Plan and to apply for the funding. Items discussed were:

- The Council should not base the Plan on previous documents alone; it should consult widely to include what the community wanted. When feedback had been received, the Council could start to prepare the Plan
- The existing information covered all aspects for the Plan
- The Plan should be limited to the Parish boundary
- Adjoining Parishes should be consulted
- The Town Council would lead the production of the Plan
- The consultation could be informed by the themes of previous planning documents, including the draft Local Plan
- The Government's guide to Localism clarifies the community's involvement in the preparation of the Plan

The Mayor proposed, Councillor Mallard seconded and the **Council RESOLVED that a small working group be formed to get the work on the Plan started.**

663/13 TO RECEIVE THE NOTES OF THE NEIGHBOURHOOD PLAN WORKING PARTY

The following papers had been circulated;

Report of meeting held on Wednesday 8 January 2014

Proposed Terms of Reference

Proposed Project Plan

Councillor Shrubsole gave a resume on the progress to date. The Terms of Reference and Project Plan had been prepared by Steve Besford Foster. Members of the public would be asked to join the working party as special needs became apparent.

Councillor Brooks proposed an amendment to the number of Members required to form a quorum on page 2. She suggested that the number of Members required for the meeting to be quorate should be 50% of the Members. She felt this was a better method rather than stating a number as membership could change as the work progressed. Councillor L. Shrubsole seconded this amendment and the Council **RESOLVED** that the number of Members of the Neighbourhood Plan working group required to be quorate would be half of the registered Members.

Councillor Mallard proposed, Councillor L. Shrubsole seconded and the Council **RESOLVED** to ratify the formation of a Neighbourhood Plan Working Party, to commission the Working Party to develop and recommend actions on the Neighbourhood Plan on behalf of the Town Council, subject to the Terms of Reference regarding meeting procedures, reporting, appointment of sub-groups and the delegation of the Financial Powers within the approved budget.

