

Marbury, Norbury and Wirswall Neighbourhood Plan

Working Group – Terms of Reference

1. Purpose

The primary purpose of the Marbury and District Parish Council Working Group is to oversee the preparation of a Neighbourhood Plan for Marbury and District Parish Council so that it can progress to Independent Examination, a successful community referendum and ultimately be adopted by Cheshire East Borough Council to become planning policy.

The Working Group will engage the local community to ensure that the Plan is truly representative of the ambitions of Marbury and District Parish Council. The Group will maximise support for the approach taken in the Neighbourhood Plan by ensuring high levels of community engagement throughout the plan-making process.

2. Principles

That the Working Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community

All decisions made shall be fully evidenced and supported through consultation with the local community.

3. Roles and Responsibilities

In order to achieve delivery of a fully evidenced plan, the Working Group will carry out the following :

- Be accountable for guiding and providing strategic management of the Neighbourhood Plan for Marbury and District Parish Council;
- Produce, monitor and update a project timetable;
- Produce a consultation and engagement strategy, showing how the public will be involved throughout the process;
- Regularly report back to the Parish Council for endorsement of decisions taken;
- To undertake analysis and evidence gathering to support the plan production process;
- Actively support and promote the preparation of the Marbury and District Parish Council Neighbourhood Plan throughout the duration of the project;
- Identify sources of funding;
- Liaise with relevant authorities and organisations to make the plan as effective as possible;
- Gather data from a wide range of sources to ensure that the

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conclusions reached are fully evidenced and that the aspirations and issues of all residents are understood;

- Consult as widely and thoroughly as is possible to ensure that the draft and final NDP is representative of the views of residents;
- Agree, subject to ratification by the Parish Council, a final submission version of the Marbury and District Neighbourhood Plan.

4. Membership

The Working Group will be made up of a cross-section of volunteers from the community, including at least one Parish Councillor. Effort will be made to seek representation from under-represented sections of the community.

Membership of the Working Group will be open to the public indefinitely, up to a maximum of 8 people.

5. Decision Making

The Working Group has delegated authority from the Parish Council to deliver its plan-making functions up to and including publication of the Consultation Draft Plan. The Group will report bi-monthly to the Parish Council setting out progress on its work. The Parish Council will approve the Submission Draft Neighbourhood Plan prior to publication for consultation and independent examination.

The plan-making process remains the responsibility of the Parish Council as the qualifying body. All publications, consultation and community engagement exercises will be undertaken by or on behalf of the Parish Council with appropriate recognition of the Parish Council's position given in all communications associated with the project.

6. Meetings

Working Group meetings will take place monthly. Where possible, all meetings will be held within the Parish. The dates of future meetings will be made publicly available via the Marbury and District Parish Council website. The Working Group will elect a Chair, Treasurer (this will be the Clerk to the Parish Council to manage ring fenced grant funding) and Secretary from its membership to remain in those positions until the project is completed. If these positions should become vacant, the Group will elect an alternate.

The Secretary shall keep a record of meetings and circulate notes to Working Group members and the Parish Council in a timely fashion. Minutes shall be made publicly available on the Marbury and District Parish Council website.

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At least 7 clear days' notice of meetings shall be sent to members via email. Decisions made by the Working Group should normally be by consensus at group meetings. Where a vote is required each member shall have one vote. A minimum of 50% of members shall be present where matters are presented for decisions to be taken. A simple majority vote will be required to support any motion. The Chairman shall have one casting vote.

7. Sub Groups

The Working Group may establish sub groups, made up of volunteers from the community to aid them in any Neighbourhood Plan related work.

Each sub group should have a lead person from the Working Group.

Members of the community will be encouraged to participate in the process at all stages.

8. Finance

All grants and funding will be applied for and held by the Parish Council, who will ring-fence the funds for Neighbourhood Development Plan work and act as Treasurer.

The Working Group will notify the Parish Council Clerk, advising her of any planned expenditure (ideally) before it is incurred.

Working Group members and volunteers from any sub group may claim back any previously agreed expenditure incurred during any Neighbourhood Plan related work with receipts/invoices as appropriate.

9. Conduct

It is expected that all Working Group members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.

The Working Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.

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The Working Group will achieve this through applying the following principles:

Be clear and open when their individual roles or interests are in conflict;

Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief;

Actively promote equality of access and opportunity.

10. Changes to the Terms of Reference

These terms of reference may be amended with the support of at least (two-thirds) of the current membership at a Working Group Meeting and with the approval of the parish council.

11. Working Group Dissolution

The Working Group will be dissolved once its objectives have been attained and/or when at least (two-thirds) of its members and the Parish Council, consider its services are no longer required.

The Working Group will then disperse any remaining funds held in accordance with any conditions imposed by the grant funders and in the best interests of Marbury and District Parish.

End