

TERMS OF REFERENCE



1. Name

The group, made up of JPC members and members of the public will be called: **THE NDP2 ADVISORY PANEL**, referred to hereinafter as the **AP**. The plan will be referred to as **NDP2**.

2. Role

The role of the AP to carry out the following tasks on behalf of the JPC.

Establish an updated vision for the NDP2 based on managed growth in line with revised housing requirements from Stratford on Avon District Council and the Green Belt Review.

- ii) Undertake the preparation of an NDP2 for the designated area of the Joint Parish of Beaudesert and Henley;
- iii) Utilise external funding secured by the JPC and assist with planning, budgeting and monitoring expenditure under the control of the JPC.
- iv) Liaise with relevant authorities, organisations and identified Stakeholders to ensure the NDP2 is comprehensive and inclusive; [The Parish Clerk to the JPC will administrate at all levels on behalf of the AP]
- v) Identify and implement a wide variety of ways to engage the whole community throughout the process;
- vi) Appoint Theme Groups as necessary to undertake specific areas of work on behalf of the overall AP Committee, involving additional persons with specific expertise as required;
- vii) Be responsible for any analyses arising during the NDP2 process and the production and distribution of the final report;
- viii) To work closely with Stratford on Avon District Council throughout the process;
- ix) To submit the draft NDP2 for consultation with the JPC, local residents and through the JPC to Stratford on Avon District Council;
- x) To secure the endorsement of the JPC for the final NDP2 document.
- xi) To prepare the NDP2 for submission by the JPC to Stratford on Avon District Council;
- xii) To ensure the NDP2 is in general conformity with Stratford on Avon District Council's existing Core Strategy and the emerging Joint Local Plan;
- xiii) To ensure the NDP2 meets the requirements of the Neighbourhood Planning (General) Regulations 2012, the Localism Act 2011 and other relevant legislation, including European obligations now absorbed into UK law.

3. Membership

- a) The NDP2 members, including at least five members from the JPC.
- b) The AP shall comprise a balance of JPC Members, residents and representatives of the business/retail community.
- c) Membership of the AP does not require specialist knowledge but shall be determined on the basis of:
 - i) Demonstrable prior involvement in NDP2 consultation activities;
 - ii) Support for the aims and objectives of the NDP2 process;
 - iii) A balance of skills and experience.
- d) It is inappropriate for landowners and their representatives to be involved in the AP given the emphasis on future growth across the Neighbourhood Area.
- e) The membership and appointments are to be approved by the JPC and membership information included on the JPC website.

4. Meetings

- a) The AP shall endeavour to hold a full meeting on average at least once a month or more frequently as may be required.
- b) Meeting dates will be planned at least three months ahead on a rolling basis
- c) The meeting agenda shall be passed to all members, with the details of all supporting documentation, at least 3 clear days prior to each meeting. Members will be expected to have read the papers in advance of the meeting.
- d) Declarations of Interest for Agenda items shall be a standard agenda item at the beginning of each meeting.
- e) The minutes of the meeting shall be produced and circulated to all members within 6 working days at most following the meeting, for approval at the following meeting.
- f) Resolutions shall be decided by consensus wherever possible. Where a vote is required, the resolution shall be agreed by a majority of votes, with the Chair having a casting vote if necessary.
- g) A minimum quorum of members for the transaction of business is six members, including three Joint Parish Councillors.
- h) Meetings will normally be open to all members of the public. If a member of the public wishes to speak on a particular subject, the Chair shall invite him/her to speak when the subject is discussed, for no more than 5 minutes.
- i) The agendas, supporting papers and meeting minutes are to be posted on the Parish Council website to provide the maximum opportunity for community participation. The agenda and meeting minutes will also be posted on the Village notice board, with a contact address for those wishing to view the supporting papers.
- j) The AP can exclude the public and hold a closed session in exceptional circumstances for matters that are sensitive with reasons publicly stated.

5. Role of Professional Support

- a) Neighbourhood Plan consultants YourLocale have been engaged to support the JPC through the process of preparing a Neighbourhood Development Plan.
- b) The role of YourLocale is to be professional advisers to the Advisory Committee and JPC. The advice of YourLocale is required at each key stage and in advance of formal recommendations being made to the JPC.

6. Theme Groups

- a) The AP may appoint specific Theme Groups to carry out agreed work on its behalf, with a nominated Leader for each Theme Group. **The work of the Theme Groups does not need to be open to the public and meetings are not required to follow the procedures referenced above, however the need to declare any interest is still required.**
- b) Each Theme Group will comprise at least one member of the AP and one JPC member.
- c) Membership of the Theme Groups requires a strong interest in one or more key issues under consideration and shall be determined on the basis of:
 - i) Support for the aims and objectives of the NDP2 process;
 - ii) A balance of skills and experience.
- d) It is inappropriate for landowners and their representatives to be involved in the Theme Groups

7. Finance

- a) The Clerk shall maintain a record of all income and expenditure with decisions on financial matters to be taken by the JPC.
- b) A current financial statement will be available as necessary.

8. General Conduct of the AP Members.

- a) Members are expected to conduct themselves when working on the NDP2 in a manner consistent with the standards of conduct required for those in public life, i.e. selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- b) Members are expected to read and sign the JPC Register of Interests and Code of Conduct. The Secretary will hold the signed forms in a central place.
- c) Members, including co-opted members, should declare an interest at the beginning of a meeting if the member has a disclosable pecuniary or non-pecuniary interest relating to an agenda item to be discussed.

9. Public Access to Information

- a) Members of the public, under the Freedom of Information Act 2000, have the right of access to all meetings of the AP, unless specific reasons have been announced in advance when confidential material may be discussed which might be prejudicial to the public interest. It is envisaged that this would rarely, if ever, be implemented.
- b) Members of the public should declare an interest, if applicable, in respect of any agenda item to be discussed at the meeting.
- c) The agendas, relevant papers and subsequent minutes of all AP meetings will be published on the Parish Council website and available for all members of the public to access.

**Beaudesert and Henley NDP2 Advisory Panel
July 2024**