# Tytherington & Itchington Neighbourhood Planning Group: Terms of Reference

**Introduction**

1. Tytherington & Itchington Parish Council (hereafter the 'Parish Council') has established the Tytherington & Itchington Neighbourhood Planning Group (hereafter 'NPG'), giving it full authority to oversee the process of developing a neighbourhood plan for the Parish, and to produce the draft pre-submission Neighbourhood Plan. Decisions on the final content of the pre-submission draft Neighbourhood Plan shall be made by the Parish Council.
2. The Parish Council will be responsible for registering with South Gloucestershire Council, agreeing the final pre-submission Neighbourhood Plan, and formally submitting the Neighbourhood Plan.

**The NPG's Role**

3. The NPG's role is to:

    a. Ensure that the relevant legislation and planning policy related to neighbourhood plans is followed.
    b. Develop a project timetable and budget.
    c. Develop a communications strategy to ensure openness and transparency
    d. Meet regularly to agree actions and issues as they arise.
    e. Responsibly manage the expenditure.
    f. Make a report for each PC meeting, outlining progress and expenditure since the last meeting and seeking approval for next steps and any funds needed.
    g. Gather information from the local community, South Gloucestershire Council and others to inform the development of the Neighbourhood Plan in a democratic and transparent fashion and as efficiently as possible.
    h. Gather baseline information to support the development of the neighbourhood Plan.
    i. Be responsible for the analysis of evidence gathered.

**Membership**

4. The NPG will consist of up to eight people who meet the following criteria:

    a. Live in the Parish or
    b. Work in the Parish or
    c. Own an established business in the Parish.

5. It is intended to keep membership to a relatively small number to facilitate discussion and decision making.
6. It will include one member of the Parish Council.
7. Members of the community who want to join the NPG may apply at any time.

8. Members will declare any potential conflicts of interest.
9. The NPG will elect a Chair, Secretary and Treasurer.
10. Current members of the NPG are the following residents of the Parish:
    a. Councillor Sally Gordon
    b. Naomi Boyles
    c. Val Castell
    d. Helen England
    e. Claire Hawkins
    f. Adam Mann
11. The NPG may draw on others during the preparation of the plan where particular expertise is needed.

**Meetings**

12. Meetings require a minimum of three members to be present (the quorum).
13. Decisions will be made at meetings by a majority of those present.
14. Agendas will be issued at least three days before the meetings and minutes of the meetings issued within 7 days. The agenda and minutes will be put on the Parish Council's website.

**Finances**

15. The NPG will agree with the Parish Council how the neighbourhood plan will be financed.
16. The Treasurer will agree with the Parish Council Clerk regarding the procedure for payment of expenses incurred and the payment of invoices.
17. The NPG may claim back any expenditure that was incurred during the process of producing the Neighbourhood Plan. This could include postage, photocopying, stationery and travel costs.

**Documentation and Communication**

18. The NPG will have an area of the Parish Council website for informing the community of their activities.
19. Working documents will be stored on a shared drive which will allow multiple members of the NPG to access and edit.

**Data Protection**

20. The process for protecting data will be agreed with the Parish Council.

**Freedom of Information**

21. Transparency in decision making at all stages of the Neighbourhood Plan process is essential. All information that is collected to inform the Neighbourhood Plan will be available for public inspection.

**Dissolution of the NPG**

If the members of the NPG agree by a majority vote to dissolve the group, this decision must be ratified by the Parish Council.