

**STOKE FERRY NEIGHBOURHOOD PLAN**  
**PC Working Group & Full Working Group**  
**TERMS OF REFERENCE**

**1. Introduction**

Stoke Ferry Parish Council has advised KL&WN Borough Council of the intent of the residents of Stoke Ferry parish, in consultation with other stakeholders, to produce a Neighbourhood Plan and the Parish Council will be the body that formally submits the Neighbourhood Plan to KL&WN Borough Council.

Stoke Ferry Parish Council took the re-affirmed decision to produce a Neighbourhood Plan at its meeting on 5 June 2019 following the collapse of the previous attempt.

The Plan will seek to:

- a. Identify all the important aspects of life in the parish which are to be considered in planning for the future
- b. Bring forward proposals which will enhance the quality of life in the Parish in the years to come.
- c. Provide a framework for future land usage within the parish.

**2. The Parish Council will:**

- i. Support the preparation of the Stoke Ferry Neighbourhood Plan providing enough assistance and financial resources to ensure the Plan is prepared speedily and that overall expenditure falls within the budget allocated by the Council.
- ii. If agreed, the Parish Council will apply for necessary grant(s) and technical support funding to enable and speed the process of the Neighbourhood Plan to its conclusion.  
<https://neighbourhoodplanning.org/apply/>
- iii. Facilitate, as required, contact with the relevant statutory bodies or parties who must be consulted during the Plan making process.
- iv. Carry out all statutory duties contained with the Neighbourhood Planning (General) regulation 2012 and engage with KL&WN Borough Council during the referendum process of the Plan for which the principle authority is responsible.
- v. Following the preparation of the DRAFT Plan, and with the agreement of the Parish Council, submit the Plan to the Local Planning Authority for inspection and independent examination.

**3. Establishing a Parish Council Working Group**

In order to produce the Neighbourhood Plan, the Parish Council will establish a Parish Council Working Group to oversee a process that will result in the preparation of a DRAFT Plan which will be put to a public referendum.

Initially, up to 3 elected Councillors of Stoke Ferry Parish Council will be members of the Parish Council Working Group.

#### **4. Establishing a Full Working Group**

Our community will need to be involved in the decisions as to what goes into the Plan. Thus, it will be necessary to create a representative and skilled Full Working Group to help steer the process.

It will prepare and pass a DRAFT Neighbourhood Plan to Stoke Ferry Parish Council for approval prior to independent examination.

Whilst bearing in mind the need for the broadest representation from within our community, the Councillors on the PC Working Group will:

- (i) initially identify the necessary skills, knowledge and aptitude of required Full Working Group members
- (ii) then advertise, recruit and appoint members from Stoke Ferry residents and local community organisations (in line with Standing Orders, Section 4, b)

Any person who wishes to become a member of the Full Working Group shall apply to the Councillors of the PC Working Group who shall resolve whether they shall be admitted to the Full Working Group. If it is resolved that the individual be admitted, the Parish Council shall ratify and review as it sees fit any individual's membership at the next quarterly review.

The Full Working Group will have a minimum of 7 members.

To facilitate and assist the Neighbourhood Planning process it may be agreed by the Parish Council that a consultant(s) is appointed.

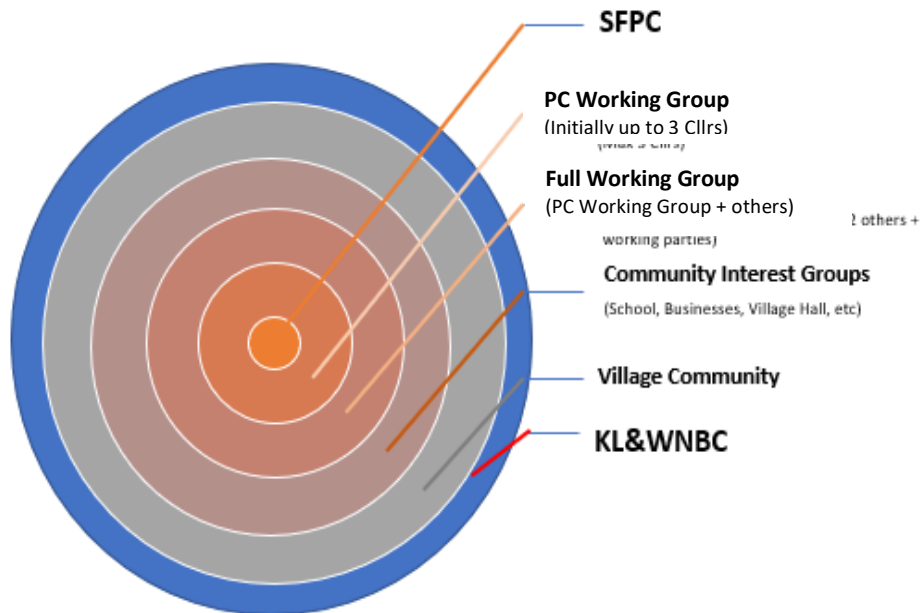
If a member of the Full Working Group fails to attend 3 consecutive Full Working Group meetings the member will be deemed to have resigned from the Full Working Group unless otherwise agreed by the Councillors on the PC Working Group. This provision does not prevent any member from resigning from the Full Working Group by providing the Chair with written notice of their resignation.

The Full Working Group may form agreed sub-groups, with agreed ad hoc members, to undertake various aspects of the work involved in producing the Neighbourhood Plan and will adhere to the same terms of reference.

The Local Planning Authority is obliged to provide assistance under the statutory provision of the Localism Act 2011.

The Full Working Group shall exist until the Neighbourhood Plan has been assessed and approved by the independent examiner.

If the Parish Council is holding any funds at this time or, if the Full Working Group is disbanded prior to a DRAFT Neighbourhood Plan being approved, the Parish Council will repay the relevant funds to the organisation from which they were obtained.



## 5. Roles and Responsibilities of the Full Working Group

Members of the Full Working Group will:

- i. Ensure the Plan is in line with policies in the [Core Strategy](#) and the [Site Allocation and Development Management Policies Plan](#) of KL&WN Borough Council
- ii. Follow legal requirements as set out in [the Neighbourhood Planning Guidance](#)
- iii. Draw up a Project Plan which will include: A Timeframe, Key Stages and Proposed Actions.
- iv. Promote the process of preparing the Neighbourhood Plan, encourage others to participate and provide their views and opinions on specific topics.
- v. Arrange meetings and, with Parish Council's agreement, appoint sub-groups to gather views and consult on emerging issues which are considered appropriate for incorporation in the DRAFT Plan.
- vi. Assess existing evidence about the needs and aspirations of the Parish.
- vii. Liaise with relevant organisations and Community Interest Groups to secure their input in the process.
- viii. Analyse the results of questionnaires or other evidence received during the planning process and use them to prepare a robust draft Plan.
- ix. Inform the Parish Council of progress on a monthly basis in order that Full Working Group minutes can be noted.
- x. Support the local Planning Authority and Stoke Ferry Parish Council during the referendum process.

Because a Neighbourhood Plans affects what can be built in our Parish, it must go through a number of formal procedures:

- i. a Strategic Environmental Assessment (SEA)/Habitats Regulations Assessment (HRA) screening
- ii. public consultation
- iii. an examination by an independent expert
- iv. a referendum to find out the level of local support for the plan

All Members of the Full Working Group and of any sub-groups formed will:

- i. Declare any personal interest (and that of close familial links) that may be perceived as being relevant to any decisions or recommendations made by the Group. This may include membership of an organisation, ownership of interest in land (directly or indirectly) or a business or indeed any other matter likely to be relevant to the work undertaken by the Full Working Group.
- ii. Ensure that there is no discrimination in the Plan making process and that it is an open and transparent process for all groups and individuals in the parish.
- iii. Work together for the benefit of the communities established within the Parish. Treat other members of the Full Group with respect and dignity, allowing members to express their views without prejudice and interruption.
- iv. Decisions taken by the Full Working Group will be carried if the majority (more than 50%) are in favour at any given meeting. The Chair shall have the casting vote where the vote is equal.
- v. **But note**, all recommendations will be subject to approval of the Parish Council.

## 6. Frequency, Timing and Procedure of Full Working Group Meetings

The Full Working Group will usually meet monthly, although sub-groups may meet more frequently as necessary.

- i. The Full Working Group and its sub-groups shall keep minutes of meetings which will be open to public scrutiny. These will be publicised on the Stoke Ferry Parish Council website.
- ii. Notices, Agendas, Minutes and associated papers will be emailed where possible to all Full Working Group members.
- iii. The Full Working Group shall be quorate when 3 members are present
- iv. The Full Working Group will regularly update and report its progress to the Parish Council and also its Clerk; thus, ensuring that s/he, as the Responsible Financial Officer for the Council, is aware of the on-going budgetary implications associated with the project.

## 7. Application of Terms of Reference

- i. These terms shall apply from the date of this document and retrospectively where relevant to the date of the inception of the Full Working Group.
- ii. These Terms of Reference will be reviewed throughout the project and amended as required by the Full Working Group and with the agreement of the Parish Council.

Dated: 3 July 2019

Review: 7 July 2021