

# **KING'S SOMBORNE PARISH COUNCIL**

## **Neighbourhood Development Plan - Working Group**

### **TERMS OF REFERENCE**

#### **Legislation:**

A Council may appoint working groups under the Local Government Act 1972 s102(4).

#### **Working Groups:**

A Council and any committee or sub-committee properly authorised can set up working parties by reference to s102(4) of the Local Government Act 1972. These are generally created for the purpose of a specific project or task and should not be maintained as permanent bodies.

Working Groups should have defined membership and terms of reference to avoid misunderstanding as to their responsibilities. It is important that reporting arrangements are in place, e.g. the minutes of proceedings and recommendations are reported to the appointing body, and that the procedures are clearly understood.

A Working Group cannot make a decision which will bind the Council nor authorise the expenditure of money and should be advisory or deliberative only.

#### **DEFINITIONS**

**NDP** – Neighbourhood Development Plan

**OBJECTIVE**– To produce a final draft NDP for submission to the Local Authority at Regulation 16 stage

**PROJECT** – The necessary works to achieve the OBJECTIVE

**NDP WORKING GROUP** – Prescribed set of individuals co-operating to achieve the OBJECTIVE

#### **INTRODUCTION**

- King's Somborne Parish Council has agreed the establishment of an NDP WORKING GROUP to further gather information, develop, update and recommend to Council a final draft NDP for submission to Test Valley Borough Council (TVBC) for approval. The NDP WORKING GROUP will exist until the PROJECT has been completed.

#### **PURPOSE**

- To progress the current draft plan to reach Regulation 14 stage.
- To review and consolidate the comments received following Regulation 14 submission.
- To update the draft plan in readiness for submission for Regulation 16 stage.

#### **TASKS & ACTIVITIES**

To fulfil the above purpose the NDP WORKING GROUP shall:

- Monitor and recommend to Council updates to the schedule attached as required during the execution of the PROJECT.
- Liaise with relevant statutory bodies as foreseen necessary to execute the PROJECT.
- Determine the applicability of grants for execution of any works associated with the PROJECT.
- Determine the need for external consultants.
- Oversee the works associated with consultants or other specialists engaged by Council to develop the NDP. These activities include:-
  - Compiling scopes of work
  - Determining bidding lists

- Evaluate bids.
- Prepare reports and make recommendations to Council in respect to placement of contracts.
- Provide information and monitor the works during execution of the work.
- Review reports.
- Review, support amendments and recommend to Council for adoption or otherwise of all background and evidence-based reports. Publish adopted reports on the Council Website.
- Compile and revise the NDP and associated documentation as required during the execution of the PROJECT in readiness for Council approval and subsequent submission to TVBC.
- Compile a short list of sites following feedback from statutory body and consultant feedback for Council approval.
- Compile a Parish Survey to be approved by Council to seek public opinion on the short-listed sites.
- Coordinate and update as required, the reports required for Regulation 14 and 16.
- Review the comments received at Regulation 14 stage and compile a summary with a list of resultant actions taken as a result for the evidence base.
- Prepare the Consultation Statement.

### **WORKING GROUP MEMBERS**

The membership of the NDP WORKING GROUP agreed by the Council, comprises of:

- 5 members of the Council plus the Clerk
- The Chairman will be appointed by the Council.

The NDP WORKING GROUP may if they see fit consult or involve organisations or individuals in order to execute the PROJECT provided that such consultation or involvement constitutes no cost to the council.

### **ROLES**

- **Members**
  - Shall individually or collectively as agreed by the NDP WORKING GROUP perform such duties required to fulfil the tasks and activities listed above.
  - Individual Members may contact third parties in order to deliver the PROJECT once agreed by the WORKING GROUP subject to the restrictions listed elsewhere in this document where no existing representative.
  - Shall keep a written record of any oral conversation pertaining to the NDP with any individual or organisation other than members of the Parish Council and Clerk
  - Ensure all correspondence is copied to the Clerk.
- **Clerk**

In addition to the duties as Clerk and Responsible Financial Officer for the Parish Council (see appendix), the Clerk will in addition for the NDP WORKING GROUP

  - Maintain a copy of all correspondence associated with the execution of the project
  - Maintain a copy of all reports.

### **MEETING ARRANGMENTS**

- Meetings will be called as necessary to fulfil the objectives by the Chairman, utilising the services of the Clerk and Members as helpful.
- Meetings will generally be held via Zoom during office hours or early evening.
- Meetings will be informal and will not be required to be open to the public.
- The Clerk to the Parish Council will attend meetings to record proceedings. Minutes will not be written unless at the specific request of the Working Group.

- Correspondence, agenda and reports will be distributed by email.

## **QUORUM**

- The quorum for all meetings will be 3 members.
- Should the Chairman be absent, a Chairman will be elected from those present.

## **CODE OF CONDUCT & DECLARATIONS OF INTEREST**

- Members of the Working Group must declare any actual or potential conflicts of interest and when appropriate, individuals with a conflict of interest will be required to leave the meeting for those parts.
- The Parish Council Code of Conduct will apply to members.
- The Nolan Principles will apply (see appendix)

## **FINANCE**

- No expenditure can be incurred without reference to the Council.

## **REPORTING AND FEEDBACK**

- Reports of the meetings will be reported to Council at a Full Council meeting.
- Reports shall identify actions taken.
- All decisions required to progress the PROJECT will be tabled at a Full Council meeting. An Extraordinary Full Council meeting may be called as required.

## **REVIEW OF TERMS OF REFERENCE**

- The Council will be responsible for agreeing these terms of reference and any relevant amendments to them.

## **Appendix:**

### Members – The Seven Principles of Public Life

The Seven Principles of Public Life, known as the Nolan Principles, were defined by the Committee for Standards in Public Life. They are:

- Selflessness: Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
- Integrity: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- Objectivity: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- Accountability: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- Openness: Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.
- Honesty: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

- Leadership Holders of public office should promote and support these principles by leadership and example.

#### Clerk and Responsible Financial Officer

The Clerk, as Proper Officer, in respect to supporting the Council, Committees and Working Groups, is responsible for:

- Carrying out all the functions of a local authority, in particular issuing all the notifications required by law of a Local Authority's Proper Officer.
- Ensuring the instructions of the Council in connection with its function as a Local Authority are carried out.
- Advising the Council on whether its decisions are lawful and recommending ways in which decisions can be implemented.
- Advising the Council on and assisting in the formation of policies.
- Producing the information required for effective decisions and for implementing the instructions of the Council.
- Managing the Council's projects and resources.
- The financial records of the Council and the careful administration of its finances.

Accountability for all the above is to the Council. Responsibility is ultimately with the Council.

The Working Group, an advisory group to the Council, provides greater opportunity for sharing the responsibilities for research, production and collation of information and materials across Members and the Clerk to enable the Council to make informed decisions in a timely manner. How these tasks are shared across Members of the Working Group and the Clerk can be agreed on an as needs basis, in consideration of time availability, knowledge and expertise.

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