



# Thorndon Neighbourhood Planning Committee Terms of Reference

## 1. Purpose of the Planning Committee

Thorndon Parish Council is the qualifying body for the preparation of a Neighbourhood Development Plan for their civil parish area. The Parish Council has agreed to establish separate project management arrangements to facilitate the delivery of this plan-making function. The Parish Council has granted delegated authority in exercise of all relevant plan-making functions to the Thorndon Neighbourhood Planning Committee. The Committee will be responsible for project management and decision making and will lead the preparation of the Thorndon Neighbourhood Development Plan. The Committee will guide and agree the content of the Plan and all associated evidence and analysis up to Preferred Option Consultation Draft Stage. The Neighbourhood Planning Committee will be established to run until a Plan has been presented for independent examination and the independent examiners report has been published.

### 1.1 The Planning Committee will :

- Provide a locally accountable and representative lead for plan-making;
- Agree a project timetable and endeavour to secure compliance;
- Agree a project communication, consultation and engagement strategy;
- Agree the initial scope of the Plan prior to early public engagement;
- Confirm, subject to consultation with the Parish Council , the scope of the Plan following analysis of early and subsequent community engagement;
- Approve all background and evidence based reports prior to publication;
- Agree all consultation documents prior to consultation;
- Agree, subject to ratification by the Parish Council, a final submission version of the Thorndon Neighbourhood Development Plan;
- Actively support and promote the preparation of the Thorndon Neighbourhood Plan throughout the duration of the process.

## 2. Planning Committee Objective

The objective of the Steering Group is to produce a sound Neighbourhood Plan for Thorndon that defines the planning policy priorities identified by the community taking into account all representations made during the plan-making process and having regard to all relevant existing plans and evidence. To preserve and enhance the quality of life, environmental attributes, economic growth of the neighbourhood and ensure infrastructure is in place to create a sustainable community for future generations through the empowerment of local people.

The plan will be evidence based and owned and led by the Community

The plan will be entitled "Thorndon into the Future"

## 3. Planning Committee Membership

The Planning Committee membership will be made up by members of the Community, one member will be also be a Parish Councillor who will represent any views of the Parish Council. The Planning Committee will work in close association with Babergh District Council and Mid-Suffolk District Council Planning Policy and Community Officers as appropriate.

#### **4. Reporting and Communication**

The Planning Committee is established having fully delegated authority from the Parish Council to deliver its plan-making functions up to and including publication of a Preferred Options Consultation Draft Neighbourhood Development Plan.

The Planning Committee will report monthly to the Parish Council on progress made or otherwise.

The Parish Council will approve the Submission draft Neighbourhood Development Plan prior to publication for consultation and independent examination.

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

#### **5. Meetings**

The Neighbourhood Planning Committee will meet as and when required but should be a minimum of every six weeks.

The Planning Committee will appoint a Chairman and Deputy Chairman from within the Committee Members, to remain in post until the completion of the plan.

Minutes will be taken and will be made available to all Planning Committee members prior to meetings – copies will also be made available to the Parish Council for their information.

A redacted version can be made available to the Community and for media release and community website.

#### **6. Conduct**

The Neighbourhood Planning Committee will be accountable as a group to the wider community for ensuring that the Plan reflects their collective expectations. This will be achieved by:

- Working with mutual trust and respect and combining expertise;
- Be clear when their 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 and Actively promote equality of access and opportunity.

#### **7. Finance**

Any required funding will be made available by the Parish Council after appropriate discussion and approval .

All applications for grant funding will be the remit of the Parish Council taking into account the requirements and recommendations of the Neighbourhood Planning Committee.