

## Neighbourhood Plan Committee

**Membership** Up to 12 Members Quorum of 3

**Reports to:** The Town Council

The purpose of the South Woodham Ferrers Town Council Neighbourhood Plan Committee is to oversee the preparation of the Neighbourhood Plan in order that the document will then progress to Independent Examination and a successful community referendum and ultimately be adopted by Chelmsford City Council to form part of the planning policy.

### Principles

- will engage the local community to ensure that the Plan is truly representative of the views and aspirations of South Woodham Ferrers. The Group will maximise support for the approach taken in the Neighbourhood Plan by ensuring high levels of community engagement throughout the plan-making process;
- will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community;
- All decisions made shall be fully evidenced and supported through consultation with the local community.

### Roles and Responsibilities

In order to achieve this, the Committee will carry out the following roles:

- Appoint a planning consultant to write a tender document for the Government Finder website detailing the scope of works of the project and an estimated budget for producing the plan;
- Committee has delegated authority from the Town Council to select a consultant to carry out the neighbourhood plan;
- To be accountable for steering and providing strategic management of the Neighbourhood Plan in consultation with the planning consultant and Town Clerk;
- Monitor and update a project timetable;
- To undertake analysis and evidence gathering to support the plan production process as required ;
- Identify sources of funding;
- Liaise with relevant authorities and organisations to make the plan as effective as possible.
- (Consultant) Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of all residents are understood
- Consult as widely and thoroughly as is possible to ensure that the draft and final NDP is representative of the views of residents
- report at each Town Council meeting the progress of its work to date.

### Decision Making

- The Neighbourhood Plan Committee has full delegated authority from the Town Council to deliver its plan functions up to and including publication of the Consultation Draft Plan.

- The Town Council **NOT** the committee will approve the Submission Draft Neighbourhood Development Plan prior to publication for consultation and independent examination.

### **Working Groups**

- The Neighbourhood Plan Committee may establish working groups, made up of volunteers from the community to aid them in any Neighbourhood Plan related work.
- Each working group should have a lead person from the Neighbourhood Plan Committee.
- Members of the community will be encouraged to participate in the process at all stages.

### **Finance**

- A budget will be prepared by the Neighbourhood Plan Committee and presented to Council for approval, Committee will have delegated authority to make this expenditure
- All grants and funding will be applied for and held by the Town Council, who will ring-fence the funds for Neighbourhood Development Plan work.

**Agendas and minutes for the Committee will be provided to all Town Councillors.**