

Newton Neighbourhood Plan Team (NPT)

Terms of reference and Mission statement

Mission Statement:

In conjunction with Newton Parish Council, to produce a Neighbourhood Plan for Newton that will progress to Independent Examination, a successful Community Referendum and ultimately to adoption by Babergh District Council leading to integration into its planning policy.

Aims.

- To identify the key characteristics and strengths of Newton that should be retained.
- To create a framework for guiding the future development, regeneration and conservation of Newton, which will include a vision for the use and development of land, facilities, housing, employment, environment, heritage, leisure and transport.
- To create a team from all geographical parts of the village and across a range of demographic groups.
- To find the most effective ways to reach all sections of our community and actively engage them in the process, ensuring the consensus of villagers' views are always captured.
- To work with the strategic policies of the Local Plan and to comply with both national and European legislation.

Formation of the team.

The team was formed in response to a request from Newton Parish Council asking for volunteers at a Neighbourhood Planning Information meeting in the village hall on 20th January 2018. The inaugural meeting of the Neighbourhood Plan team took place on 22nd February 2018.

Guiding principles

The NNPT 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 will be fully evidenced and supported through consultation with the community. Team members should abide by the principles and practice of the Parish Council's Code of Practice

Membership

Membership of the team was open to all villagers and as 15 people expressed a formal interest, NPC considered it appropriate to invite all volunteers to join the team. It also agreed to co-opt 3 additional Councillors on to the group.

Villagers who expressed an interest in helping on an informal basis will form a second tier of support.

Roles and responsibilities.

Although the NNPT is not officially constituted, at the first meeting of the NNPT it should elect 'officers.' to be responsible for key aspects of developing the NNP.

Chair

Vice-Chair

Secretary

Treasurer

Environmental Issues/Area Designation Plan

Website/Communications

Events/Publicity

Community Engagement

Newton Parish Council liaison

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Editor/
Parish Boundary liaison
External support agencies
Policies

Meetings

- If the Chairman is not present, the meeting will be chaired by the Vice Chairman. If neither is present, members shall elect a Chairman for the meeting from their number.
- The meeting shall be quorate when 6 members are present of which 1 must be a Parish Councillor.
- Meetings will take place on a monthly basis, normally starting at 8.00pm.
- The dates of all meetings will be published on the NPC website
- Notice and associated papers shall normally be sent by email at least 3 clear days before the date of the scheduled meeting
- The secretary shall ensure that minutes are circulated to NNPT members and NPC .in a timely fashion. Minutes shall be retained and made available to the public as well as being published in draft on the Newton website.
- Decisions made by NNPT should be by consensus. Where a vote is required members shall have one vote. A simple majority vote will be required to support any motion. The Chairman shall have the casting vote.

Finance

- All grants and funding will be applied for on behalf of the NPC who will ring fence it for NNP purposes.
- As part of its project planning, NNPT will set out a clear schedule of activities that include accurate estimates of each cost of each element.
- The NNP Treasurer shall keep to a comprehensive set of accounts which will be monitored by the NNPT and NPC on a monthly basis.
- Request for additional funding must be agreed by the NPC.
- The approval of expenditure £250.00 can be authorised by the NPC Clerk
- NNPT members can claim back previously agreed expenses.

Declaration of interests

- All members of the NPT should complete a 'Register of Interests Form'.
- At the beginning of any NPT meeting, members in attendance will be asked to declare any interest they have in any item on the agenda. If they declare such an interest, they will be asked to leave the meeting for the discussion of that item or, if necessary, for the whole meeting.

Accountability

- The NNPT works on behalf of the NPC and Newton village and is, therefore, accountable to them for its approach, programme and planning.
- As the NNP always remains the responsibility of the Parish Council, NNPT will provide a monthly report to the NPC.
- The NNPT will review its Action Plan at every meeting and regular progress reports will be published on the NPC website, Parish magazine, noticeboards and at village meeting places.

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Changes to Terms of reference

Any proposed amendments to the NNPT Terms of Reference shall require the approval of Newton Parish Council

Team Composition

Jon Acton
Adrian Burdiss
Kathryn Burdiss
Barry Coleman
Vivienne Coleman
Sue Crawte
Dave Crimmin
Paul Devlin
Louise Evers
John Hills
Graham Parry
Teresa Parry
Sue Presland
Paul Presland
Rita Schwenk
Laura Smith
Mel Yolland