

Bridport Area Neighbourhood Plan Joint Councils Committee Terms of Reference

1. Name

1.1. Bridport Area Neighbourhood Plan Joint Councils Committee (NPJCC).

2. Purpose

2.1. The NPJCC shall have overall responsibility for the delivery, monitoring and review of the Bridport Area Neighbourhood Plan.

2.2. All decisions of the NPJCC that:

2.2.1. seek to change the NP or NP projects; or

2.2.2. seek to change these terms of reference

2.3. shall require the approval of all participating councils.

3. Membership

3.1. The membership shall comprise five primary members, one appointed by each of the participating councils from its own membership.

3.2. Each participating council shall also appoint one reserve member from amongst its membership, who may carry out the role of the primary member in their absence.

3.3. Each council's nominated primary and reserve members shall serve for the term of the participating council, except where changed by a decision of that council.

4. Roles

4.1. To agree and maintain the membership of a Steering Group that will support the work of the NPJCC, and to consider recommendations of the Steering Group.

4.2. To monitor the overall effectiveness of the Plan over the preceding 12 months, and the likely implications and impact of the Plan for the subsequent year, an annual monitoring report will be prepared by Bridport Town Council, in accordance with agreed criteria, in liaison with the BANP & parishes, and the Steering Group.

4.3. This monitoring report will be presented to the JCC for consideration and will include:

- 4.3.1. The effectiveness of the policies in the BANP when assessing and determining planning applications.
- 4.3.2. Any changes in national planning policy that could supersede the policies in the BANP.
- 4.3.3. The implications of any emerging Local Plan and/or Review thereof.
- 4.3.4. The latest statistical information such as the most recent Housing Needs Assessment.
- 4.3.5. A report on funding of the remaining BANP project list items that do not qualify for CiL funding.
- 4.3.6. Any changing circumstances in the Plan area.
- 4.3.7. Annual updating of the Community Infrastructure Levy (CiL) project list from each of the contributing parishes.

4.4. The NPJCC will consider the annual monitoring report and publish the outcome in the public domain.

4.5. To recommend any additions, amendments or updates to Policies or Action Points for consideration in any future Review of the BANP.

4.6. The JCC will, if appropriate, arrange for a review of the BANP to be undertaken.

4.7. In the absence of a review of the BANP in the interim period a review will be carried out every 5 years. Upon a review being instigated the JCC will engage the support of the Steering Group to assist in preparing the review. The views of the Local Planning authority will be sought on these matters.

4.8. Any such review, or any action that would materially change the NP or the delivery thereof, shall be referred for approval by all participating councils.

5. Administration

5.1. The NPJCC shall act in accordance with the standing orders and financial regulations of Bridport Town Council.

5.2. The administration and clerking of meetings shall be carried out by Bridport Town Council.

5.3. At the first meeting, and annually thereafter following the Steering Group will elect a Chair and, optionally, a Vice-Chair.

5.4. The NPJCC may also allocate other roles and responsibilities amongst the Group.

5.5. Insurance cover will be provided by the participating councils.

6. Meetings

6.1. The NPJCC shall meet at least quarterly and the Chair (in conjunction with the Clerk), or any two members of the NPJCC may call additional meetings as necessary.

6.2. Notice of meetings shall follow the requirements of town and parish councils, as prescribed by the Local Government Act 1972.

6.3. Bridport Town Council shall keep a record of meetings, and circulate notes to NPJCC members in a timely fashion.

6.4. All meetings shall be held in public.

6.5. The quorum for any meeting of the NPJCC shall be four.

6.6. A simple majority of NPJCC members is required for recommendations or resolutions to be valid. In the case of an equality of votes, the Chair may at her/his discretion exercise a casting vote.

7. Finance

7.1. All funding shall be held by Bridport Town Council, who shall be the accountable body for the Bridport Area Neighbourhood Plan.

Bridport Area Neighbourhood Plan Steering Group Terms of Reference

1. Name

1.1. Bridport Area Neighbourhood Plan Steering Group.

2. Purpose

2.1. The Steering Group shall be responsible for the delivery of the Bridport Area Neighbourhood Plan (NP), operational monitoring and review of the NP, and oversight of NP projects.

2.2. All decisions of the Steering Group that:

- 2.2.1. have a financial implication; or
- 2.2.2. seek to change the NP or NP projects; or
- 2.2.3. seek to change these terms of reference

2.3. shall be referred to the NPJCC for approval.

3. Membership

3.1. The Steering Group will be representative of the neighbourhood area.

3.2. It shall include members of the community and may include parish/town councillors.

3.3. Its members will have a range of skills and experience.

3.4. Its members will be appointed by the NPJCC.

3.5. The total membership shall be no more than 9 members.

4. Roles

4.1. Referring to the NPJCC for formal decision-making:

- 4.1.1. To take responsibility for all aspects of the delivery of the NP.
- 4.1.2. To oversee the progress of NP projects.
- 4.1.3. To co-ordinate any consultation processes required, ensuring as far as practicable the involvement of the whole community.
- 4.1.4. To establish such working groups as may be required in support of the delivery of the NP and NP projects.
- 4.1.5. To identify the necessary resources and funding needed to support its work.
- 4.1.6. To report back to the parish and town councils on these matters.

4.1.7. To prepare a review of the NP as directed by the NPJCC.

5. Administration

5.1. At the first meeting, and annually thereafter, the Steering Group will elect a Chair and a Secretary.

5.2. The Steering Group may also allocate other roles and responsibilities amongst the Group.

5.3. Insurance cover will be provided by the participating councils.

6. Meetings

6.1. The Steering Group shall meet at least quarterly and the Chair or any two members of the Steering Group may call additional meetings as necessary.

6.2. At least three clear days' notice of meetings shall be sent to members via email, with hard copies also available.

6.3. The Secretary shall keep a record of meetings, and circulate notes to Steering Group members in a timely fashion.

6.4. All meetings shall be held in public.

6.5. The quorum for any meeting of the Steering Group shall be five.

6.6. A simple majority of Steering Group members is required for the meeting to be recognised as authorised for recommendations or resolutions to be valid. In the case of an equality of votes, the Chair may at her/his discretion exercise a casting vote, or may refer the matter to the NPJCC.

7. Finance

7.1. All funding shall be held by Bridport Town Council, who shall be the accountable body for the project.