



Ruddington Parish Council

Neighbourhood Plan Project Team

Terms of Reference and Membership

(Draft 2, 28.11.2017)

1. Purpose;

The Ruddington Neighbourhood Plan Project Team will take forward the preparation and production of the Ruddington Neighbourhood Plan, through to formal examination and referendum, ensuring that relevant consultation takes place so that the plan accurately represents the views of the Parish Council, Ruddington residents and other stakeholders.

2. Relationship with Other Groups;

Ruddington Parish Council will oversee the process at a strategic level, receiving regular reports from the Project Team. The Project Team is a sub-committee of the Parish Council.

The Project Team will work with the Ruddington Village Plan Group. The Village Plan group has wide representation among relevant local stakeholders, and these groups will be engaged in the Neighbourhood Planning process via this route. The results of consultation exercises undertaken by the Village Plan Group may form part of the evidence used to inform and develop the Neighbourhood Plan, but the Project Team will use additional consultation mechanisms specific to its remit.



3. Principles;

The Project Team 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.

4. Roles and Responsibilities;

In order to achieve an effective and successful Neighbourhood Plan, the Project Team will carry out the following duties;

- Produce, monitor and update a project timetable.
- Draw up a budget and submit it to Parish Council for approval by 28th November 2017.
- Produce a consultation and engagement strategy showing how the public will be involved throughout the process.
- Regularly report back to Ruddington Parish Council for endorsement of decisions taken.
- Undertake analysis and evidence gathering to support the plan production process.
- Actively support and promote the preparation of the Ruddington Neighbourhood Plan throughout the duration of the project.
- Identify sources of funding.
- Liaise with relevant authorities and organisations to make the plan as effective as possible.
- 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 possible to ensure that the draft and final Neighbourhood Plans are representative of the views of the Parish Council, residents and other stakeholders.
- Agree, subject to ratification by the Parish Council, Draft and Final versions of the Ruddington Neighbourhood Plan before submission to referendum.



5. Membership and roles;

The Project Team will be made up of a cross-section of volunteers from the community, including Parish Councillors. Efforts will be made to seek representation from a broad section of the Ruddington Community, with as much varied experience and background as possible. The following are suggested roles;

Position	Function	Name
Chair	Chair meetings; liaise with Parish Council.	Councillor
Secretary	Convene and minute meetings. Liaise with Parish Council.	Councillor
Project Manager	Create, monitor and maintain project plan (schedule), undertake agreed actions. Liaise with Parish Council.	Councillor
Rushcliffe Borough Council representative	Advise on process, content and alignment with RBC planning policy. Access RBC planning information etc.	
Notts County Council representative	Advise on process and content, and alignment with NCC policies.	
6-15 Project Team members	Use their individual skills and experiences to undertake various aspects of project work. Drawn	



from Parish Councillors, RCAN, residents and business owners of Ruddington, local landowners etc.; these individuals will provide different skills and perspectives to the work.

Parish Clerk

(Ex officio). Convene & minute meetings. Ensure relevant Parish Council procedures and policies are followed, and monitor project budget.

Claire Dorans

6. Decision Making;

The Project Team will have full delegated authority from the Parish Council to deliver its plan making functions up to, and including, publication of the Draft Plan. The Team will report to the Parish Council, setting out progress on its work. The Parish Council will approve both the Draft Submission Neighbourhood Plan prior to independent examination and the Final Submission version of the Neighbourhood Plan, prior to referendum.

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



7. Meetings;

- a. Project Team meetings will take place every two months (or more frequently if required) and will be open to the public.
- b. All meetings should be held within the Parish. The dates of future meetings will be made publicly available via the Ruddington Parish Council website.
- c. The Project Team will elect a Chair and Secretary, and appoint a Project Manager, to remain in those positions until the project is completed. If any such position should become vacant, the Team will (s)elect an alternative.
- d. The Secretary shall keep a record of meetings and circulate notes to Project Team members and the Parish Council in a timely fashion. Minutes shall be made publicly available on the Ruddington Parish council website.
- e. At least three clear days notice of meetings shall be sent to members via email (or an alternative agreed communication method).
- f. Decisions made by the Project Team should normally be by consensus at meetings. Where a vote is required each member shall have one vote. A minimum of one third of the members shall be present where matters are presented for decisions to be taken. A simple majority vote will be required to support any motion. The Chair shall have one casting vote.

8. Focus Groups;

The Project Team may establish focus groups, made up of volunteers from the community, to aid them in any Neighbourhood Plan related work. In this situation, each working group should have a lead person from the Project Team. Members of the public will be encouraged to participate in these groups.

9. Finance;

- a. All grants and funding will be applied for and held by the Parish Council, who will ring-fence the funds for Neighbourhood Plan work.
- b. The Project Team will notify the Parish Council of any expenditure.
- c. Project Team members and volunteers from any focus group may claim back any previously agreed expenditure incurred during any Neighbourhood Plan related work.



10. Conduct;

- a. It is expected that all Project Team members abide by the principles and practice of the Parish Council Code of Conduct, including declarations of interest.
- b. Whilst Members as individuals may be accountable to their parent organisations, the Project Team as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.
- c. The Project Team will achieve the above by requiring members to apply the following principles: Project Team members should
 - i. Be clear and open when their individual roles or interests are in conflict;
 - ii. Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief; and
 - iii. Actively promote equality of access and opportunity.

11. Changes to the Terms of Reference;

These terms of reference may be amended with the support of at least two-thirds of the current membership at a Project Team Meeting and with the approval of Ruddington Parish Council.