MILTON ERNEST PARISH COUNCIL
GOVERNANCE/TERMS OF REFERENCE

NEIGHBOURHOOD PLAN IMPLEMENTATION WORKING PARTY (NPIWP)

These Terms of Reference were adopted by Milton Ernest Parish Council at its meeting held 13th January 2022.

Milton Ernest Parish Council (Parish Council) was the qualifying body responsible for the preparation of a Neighbourhood Development Plan (NDP) for its parish area. The NDP was passed at referendum and subsequently adopted/made by Bedford Borough Council Executive on the 24th November 2021. The Parish Council has delegated responsibility to the Implementation Working Party (NPIWP) for the enactment of the plan and its content subject to the following Terms and Conditions. Through adoption, ownership of the NDP continues to rest with the Parish Council and Bedford Borough Council.

The Steering Group will:

1. Consist of a minimum of two Parish Councillors (one to provide Chair role) and invited members of the Parish, formally notified to the Parish Council, and will consist of no more than 7 members. Where vacancies occur a further advertising/recruitment process will be considered.

2 One member of the Group will be elected at each meeting to take minutes.

3 Ensure that members of the Group are aware of their obligation to declare any direct personal interests that may be perceived as relevant to any decisions or recommendations made by the Group.

4 Ensure that there is no discrimination in any decision-making process and that debate is inclusive, open and transparent.

5 Meet at regular intervals or as required to discuss specific matters. At least three members of the Group will constitute a quorum. A draft meeting agenda will be circulated at least four days prior to the meeting date. Meetings will not be open to the community but individuals may attend by specific invitation of the Chair.

6 Ensure that minutes/meeting notes are circulated to members of the Group within 10 days of the meeting date. Once approved by the Group they will be included in the supporting information attached to the agenda for the next Parish Council meeting where they will be formally acknowledged by the Council. Subsequently, they will be posted on the Parish Council website.

7 Ensure that all monies received and payments made will occur through the Parish Council accounts and be monitored by the Clerk as Registered Finance Officer for the Parish Council and will comply with the existing Financial Regulations of the Parish Council.

8 Make representations (comments) on planning applications, highlighting how neighbourhood plan policies apply to each scheme and report recommendations to the Council through a standing item on the Parish Council agenda.

9 Respond to questions raised about the plan process/progress. Questions relating to the plan raised by members of the community will need to be put in writing if seeking a formal response and will be responded to in person if required, and/or answers posted on the Parish Council website.

10 Ensure that, in all its activities, it upholds the Seven Principles of Standards in Public Life (Nolan Principles).

11 Ensure any Cil funding is correctly applied for and received, making recommendations for its use to benefit the community. Where relevant, engage as many members of the community and key stakeholders as possible in the process, by encouraging participation and the submission of views and ideas. Public participation will be primarily via a programme of events and information exercises, which may be advertised on the website. The community will be kept informed of progress via the Parish Council website and social media.

12 As far as funding permits and at the discretion of the Group, consult with, and use the expertise of, professional planners/consultants as necessary throughout the process.

13 Where appropriate, work with Bedford Borough Council to review and revise the plan to ensure it continues to be effective and in compliance with Bedford Borough Council's Development Plan, and national and European legislation.

14 Give full consideration to and provide recommendations on, any implications of the Local Plan 2040 as it may impact upon the parish of Milton Ernest.

15 The need and purpose of the group will be reviewed on an annual basis.