

Saham Toney Neighbourhood Plan (STNP) Organisation and Terms of Reference

Qualifying Body: Saham Toney Parish Council (STPC)

Roles & Responsibilities:

- Overall authority and responsibility for the Neighbourhood Plan;
- To support the STNP Committee by providing all necessary assistance and financial resources;
- To facilitate and authorise contact with all necessary external bodies or parties;
- To carry out all statutory duties set out by the Neighbourhood Planning (General) Regulation 2012 and cooperate with Breckland Council during the Plan referendum process;
- To report to parishioners about the Neighbourhood Plan at monthly Council meetings.

Membership:

Chairman of STPC

Parish Clerk

PC Members



STNP Committee

Roles & Responsibilities:

- To undertake overall management and coordination of the Plan;
- To make final decisions relating to the preparation and publication of the Plan;
- To guide, agree and approve the content of the Neighbourhood Plan and associated evidence;
- To set the overall objectives for the Work Group and to support that group to ensure the Plan conforms to national and local policy, and is sound and robust enough to withstand independent examination;
- To monitor progress;
- To publish the Plan and associated documents for consultation at the Regulation 14 stage;
- To manage consultation events and material;
- To submit the Plan and associated documents to Breckland Council at the Regulation 15 stage;
- To agree all public consultation material prior to its publication;
- To ensure all publications, consultation and community engagement exercises undertaken on behalf of the Parish Council include appropriate recognition of the Parish Council's position as Qualifying Body;
- To review / approve recommendations by the Work Group to engage a consultant and/or an independent examiner to assist with Plan review / preparation.

Membership:

Chair: Chairman of STPC

Secretary and Treasurer

Selected Parish Councillors (Currently – Roger Harrold, Nick Creek, Trevor Bunce and Martin Bohn)

STNP Work Group Leader

STNP Work Group permanent members

Delegated Authority:

The STNP Committee is authorised by STPC to manage and co-ordinate preparation of the STNP on its behalf.



STNP Work Group

Roles & Responsibilities:

- To prepare the Plan and associated evidence;
- To prepare the Basic Conditions Statement and Consultation Statement;
- To gather, sort and collate data and information for use in the Plan documents;
- To prepare a consultation strategy;
- To organise consultation events and material for those events;
- To prepare consultation questionnaires and briefings;

- To collate and analyse all consultation responses;
- To prepare scopes of work for a consultant and/or an independent examiner if appointed;
- Create, implement and manage a dedicated Neighbourhood Plan website;
- Advise the STNP Committee and Treasurer of funding needs;
- Keep the STNP Committee fully informed;
- Refer issues to the STNP Committee for decisions as required;
- Prepare a project schedule and maintain it;
- Meet weekly to discuss issues, agree actions and circulate meeting notes to all members of the STNP Committee;
- Report to the STNP Committee on all communications with Breckland Council and other external bodies and organisations;
- Prepare a monthly news item for the Parish newsletter (Saham Saga);
- Co-opt additional parishioners to the Working Group as required with the prior approval of the Parish Council.
- Membership:
- Leader = Chris Blow
- Permanent Parishioner members (currently Brian Mitchell, Andrew Walmsley, Chris Darge)
- Ad hoc participants as required: other members of the STNP Committee, and / or invited parishioners, local business and organisation leaders, or local landowners.

Delegated Authority:

The STNP Work Group Leader is authorised by STPC to:

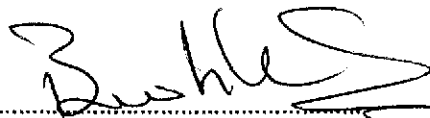
Undertake formal and informal communications with Breckland Council and other bodies and organisations on all Neighbourhood Plan matters and to meet autonomously with all such third parties on behalf of STPC;

Communicate with parishioners and others regarding the Plan via a dedicated website; and

Manage and coordinate the work of external specialists hired by STPC to assist with Plan preparation.

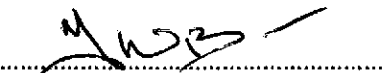
The STNP Work Group Leader may further delegate the above authorities to other STNP Work Group members permanently or temporarily at his discretion.

Signed:



B. Hinkins (Chairman Saham Toney Parish Council)

Signed:



T. Bunce (Vice-chairman Saham Toney Parish Council)

Date:

4.9.17