

TERMS OF REFERENCE
OF LITTLE BEALINGS PARISH COUNCIL
NEIGHBOURHOOD PLAN WORKING GROUP

Purpose

The purpose of the Working Group ("WG") is to take forward the production of a sound Neighbourhood Plan for Little Bealings, working closely with the Council's consultant, Places4People Planning Consultancy Ltd, and such other professionals as are involved in advising on the creation of the Plan. This work will take into account:

- Relevant existing development plans for the parish
- All representations made during the Plan preparation period

Membership and Structure

The WG will have a membership of between six and eight and will comprise both Parish Councillors and local resident volunteers. Members will be appointed by the Parish Council. The WG will elect a Chairman for the duration of the Plan production process and a Vice Chairman if it wishes to do so.

A minimum of four members must be present for any decision to be taken. Decision making will be by a simple majority vote, with each member having one vote and the Chairman having an additional casting vote if necessary.

The WG will arrange to meet as frequently as required to fulfil its purpose and will be responsible for arranging attendance by Places4People Planning Consultancy Ltd and by such other attendees as is appropriate and will issue such agendas and keep such notes or minutes of its meetings as it considers necessary.

The WG will provide a progress report (written or verbal) to each Council meeting held in January, March, May, July, September and November 2024, and other updates either upon request from the Council or as it considers appropriate.

Status and Conduct

The WG is not a committee or sub-committee of the Council and has no delegated authority to make decisions on the Plan content or to make decisions that bind the Council. The WG must obtain prior approval from the Council of all publications, consultations and community engagement events.

WG meetings are not required to be held public and the WG is not subject to the requirements of the Council's Standing Orders. However, members are required to:

- Work with mutual trust and respect, and combine their expertise and knowledge
- Be clear when their individual roles or interests are in conflict and not participate in discussion which directly affects their personal interests or another role in the community
- Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, ability, or religion and belief
- Actively promote equality of access and opportunity