

TERMS OF REFERENCE

PURPOSE OF PROJECT

1. To enhance life in New Buckenham for existing and future residents by producing a neighbourhood plan as defined in the Localism Act 2011. Following due process as described below, the plan will become a legal document that supports Breckland Council's Local Plan and acts as a blueprint to guide the parish council until 2036.

PROCESS

2. The neighbourhood plan working party acts on behalf of the parish council to develop and produce a neighbourhood plan for New Buckenham.
3. The project includes canvassing, assessing and representing the views of New Buckenham residents and stakeholders through a process of consultation, and taking this plan through to examination (external scrutiny by an assessor appointed by Breckland Council) and subsequent village referendum.
4. The neighbourhood plan is to be compatible with central and local government policies and take into account New Buckenham's demography, geography, environment, sustainability and heritage. Other quality of life issues are likely to include community spirit, recreation, pollution avoidance, traffic, housing, work and trade, transport and communications.
5. The completed plan will be a series of policies, based on the evidence of statements of fact and public opinion.
6. The working party will undertake its work with the best interests of New Buckenham and its residents at heart. The work will be open, democratic and fair, giving positive encouragement for people to be involved.

GOVERNANCE

7. **Membership:** Appointed by the parish council, the current members are Mary Dowson, Don Crossman, Mary Manning (parish councillors) and Violet Highton, Charles Oxley, Robert St John Cooper and Janet Trewin (village residents). Any change of membership is to be approved by the parish council.
8. **Reporting:** The working party will provide a report to the parish council on a monthly basis in time for inclusion in the agenda papers and a working party member will attend parish council meetings to answer questions.
9. **Accountability and decision making:** The working party is accountable to the parish council which, in turn, is responsible for monitoring the working party's proceedings. Major steps in the project and key decisions about policy and financial commitment are to be reviewed and endorsed by the parish council, including the signing off of each stage of the project and official communication with other statutory bodies.

10. **Finances:** The working party, through the parish council, will apply to Breckland Council for funding as necessary to run the project, including specialist enquiries, publishing and publicity and advice on complex issues. The parish council will allow the working party to claim incidental expenses incurred, up to £500, until grants are awarded by Breckland. Claims for such expenses must have receipts so the parish council can reclaim VAT.
11. **Probity:** All working party members plus their advisors and others assisting the working party are to declare any personal interest that may be seen as relevant to any decisions or recommendations made by the working party. This may include membership of an organisation, ownership or interest in land (directly or indirectly), a business or any other matter likely to be relevant to the work undertaken.
12. **Communications:** The working party will provide a monthly report to the parish council. It will use Parish News to give information, canvass opinion and announce events and use village posters, flyers and public meetings. A website and other forms of social media will be developed in order to engage with all interested parties.
13. The working party will draw upon a wide range of skills in the village and beyond to assist with developing key areas of the neighbourhood plan to ensure all village organisations are represented, such as mother and toddler groups, students, sports enthusiasts, architects, historians, wildlife experts, local trades and the business community.
14. Each key stage in the project will be signed off by the parish council. Breckland will put relevant stages out for public consultation such as the neighbourhood plan boundary. The final plan will be checked first by Breckland's neighbourhood plan co-ordinator before being subject to an external assessor appointed by Breckland. Lastly, the village referendum run by Breckland will be the final arbiter of acceptance of the neighbourhood plan.

END POINT OF PROJECT

15. The working party will complete its work when the neighbourhood plan is submitted for examination (an inspector appointed by Breckland Council) but be available for queries. It will disband at the point of the referendum run by Breckland Council.

CHANGES IN TERMS OF REFERENCE

16. Any change in these terms of reference need to be agreed by the parish council.