

# **Arundel Neighbourhood Plan Working Group**

## **Terms of Reference**

### **1. Introduction**

- 1.1. Arundel Town Council has determined that it should produce a Review of its Neighbourhood Plan in pursuance of the Government's Localism Act 2011. In order to produce this Plan, the Town Council has established a Neighbourhood Plan Working Group to prepare a draft Neighbourhood Plan which will be submitted to Arun District Council and South Downs National Park Authority for independent examination; and finally, if required, put to a public referendum.
- 1.2. The Town Council has advised Arun District Council and South Downs National Park Authority of the intent of the residents of Arundel, in consultation with other stakeholders, to produce a Neighbourhood Plan for submission.
- 1.3. The Town Council has conveyed the review and update of the Neighbourhood Plan to the Working Group, however major financial decisions and process decisions will continue to be overseen by the Town Council, via recommendations made by the Working Group and taken forward by liaison Councillors to the Full Council meeting for approval. The Working Group will be involved in all aspects of the development of the Neighbourhood Plan.
- 1.4. The Neighbourhood Plan shall address all matters set out by the Localism Act 2011 and will seek to:
  - a) identify all the important aspects of life in the town which are to be considered for planning purposes in the future;
  - b) bring forward proposals which will enhance the quality and wellbeing of life in the town in the years to come; and
  - c) provide a framework for future use and protection of land within the town area.

### **2. Terms of Reference**

- 2.1. In establishing the Working Group, it is deemed appropriate that the group is provided with, and accept, these terms of reference.
- 2.2. The Working Group will be formed from residents and the local business, education and recreation communities of Arundel; together with relevant stakeholders. Elected members or officers of the Town Council may also be members of the Working Group.
- 2.3. The Working Group will work with chosen planning consultants to scope out the main issues and prepare draft policies for the emerging Neighbourhood Plan.

2.4. The local planning authorities will assist through their planning representatives who may also attend working group meetings when invited.

### **3. Roles and Responsibilities**

3.1. The members of the Working Group will:

- a) promote the process of preparing the Neighbourhood Plan;
- b) be encouraged to participate and provide their views and opinions on the specific topics which are covered in the preparation of the plan;
- c) arrange meetings and appoint sub-groups as required to gather views, information and consult on the emerging policies which are considered appropriate for incorporation into the emerging plan;
- d) assess existing evidence about the need and aspirations of the town;
- e) liaise with relevant organisations to secure their input into the process;
- f) develop guiding principles and policies to guide the Neighbourhood Plan;
- g) appoint professional planning and other relevant expertise that may be required during the development of the plan to ensure conformity to national and local policy and that the plan will be sound and robust to stand independent examination.
- h) inform the Town Council of progress on a regular basis; and
- i) support the Local Planning Authorities and the Town Council during the referendum process, should this be required.

3.2 The Town Council will:

- a) Support the preparation of the Neighbourhood Plan providing sufficient assistance and financial resources to ensure that the plan is prepared expeditiously, providing that the overall expenditure falls within the budget allocated by the council.
- b) Facilitate, if required, contact with the relevant statutory bodies or parties who must be consulted during the plan making process.
- c) Carry out all statutory duties contained in the Neighbourhood Planning (General) Regulations 2012 and engage with Arun District Council and South Downs National Park Authority during the referendum process of the plan (if required) for which the principal authorities are responsible;
- d) following the preparation of the draft plan and with the agreement of the group, submit the plan to the Local Planning Authority for inspection and independent examination.

3.3 All members of the working group will:

- a) Declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group. This may include

membership of an organisation; ownership of an interest in land (directly or indirectly), or a business; or indeed any other matters likely to be relevant to the work undertaken by the Working Group.

- b) Ensure that there is no discrimination in the plan making process and that it is a wholly inclusive, open and transparent process to all groups in the town and to those wishing to undertake development or be involved in the plan making process.
- c) Work together for the benefit of the communities established in the town.
- d) Treat other members of the group with respect and dignity, allowing members to express their views without prejudice and interruption.
- e) Any decisions taken by the Working Group, other than those delegated to appointed officers or consultants, will be carried forward if the majority are in favour at any given meeting.

### 3.4 Working Group Chairman:

- a) The working group shall elect a Chairman and Deputy Chairman from their number.
- b) If the Chairman is not present, the Deputy Chairman shall take the meeting. If neither is present, the members shall elect a Chairman for the meeting amongst their number.
- c) Chairman and Deputy Chairman shall be elected for the duration of the project. If one or both resign during that period, then a further vote will be undertaken, to elect a new Chairman and/or Deputy Chairman.

## 4 Meetings

4.1 The working group will aim to meet monthly, although there may be a need to meet more frequently as is necessary.

4.2 Meetings shall normally be held at the Town Hall in Arundel.

4.3 The working group and any sub groups will keep notes of meetings which will be available to the public. These will be published on the Neighbourhood Plan page on the Town Council's website.

4.4 Notices, agendas, notes and associated papers will be emailed where possible to all working group members, three days prior to the meeting.

4.5 The notes of each working group meeting will be included in the papers for Full Council meetings for information and review.

4.6 The Terms of reference will be reviewed every six months throughout the project and amended as required.