



BOSTON SPA PARISH COUNCIL

Neighbourhood Planning Advisory Committee

Terms of Reference

Purpose

The objective of the Neighbourhood Planning Advisory Committee is to produce an updated Neighbourhood Plan for Boston Spa that defines the planning policy priorities identified by the community. This should take into account all representations made during the plan-making process and have regard to all relevant existing plans and evidence. The Plan will include or be supported by an appropriate delivery plan setting out, where relevant, the means by which these policy priorities may be implemented.

Scope

The Neighbourhood Planning Advisory Committee will:

- Determine the overall scope and objectives of the plan
- Manage the process of preparing the plan and prepare and monitor a project plan and report to the Parish Council to ensure effective progress.
- Build and maintain links with Leeds Planning Authority
- Keep under review the legislative requirements around Neighbourhood Planning to ensure the plan meets all requirements
- Make recommendations to the Parish Council on resourcing the plan
- Make recommendations to the Parish Council on involving the wider community in the plan
- Manage the gathering of evidence necessary to inform each of the issues within the scope of the plan
- Identify and assess options available in respect of each issue and prepare a draft plan for wider consideration
- Produce minutes, reports and documents relating to the plan

Membership

The Steering Group will comprise the following members:

- Three members of Boston Spa Parish Council
- A representative from Boston Spa Green Group
- A representative from Boston Spa in Bloom
- A representative from FOSL
- Former members of the People Friendly Neighbourhood Planning Group
- A business owner/shopkeeper and/or school governor
- A Leeds Ward Councillor (if available)
- The Clerk to Boston Spa Parish Council (non-voting)

Administration

The Steering Group will elect a Chair who must be a member of the Parish Council, and a Vice-Chair from its membership. Both persons shall remain in that position following their election until completion of the project.

If the Clerk is not available to attend the meeting, a secretary must be nominated at the start of the meeting to take the minutes.

Membership will be reviewed as often as required and the Parish Council must be informed of any new members. The Committee will not exceed more than 10.

Decision Making

Decisions made by the Committee should normally be by consensus at Committee meetings. Where a vote is required, each member shall have one vote. A minimum of four members shall be present where matters are presented for decisions to be taken. A simple majority will be required to support any motion. The Chairman shall have one casting vote, or in their absence, the Vice Chairman.

Conduct and Interests

The Neighbourhood Planning Advisory Committee will follow the code of conduct. Whilst Members as individuals will be accountable to the Parish Council, the Committee as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations. The Committee will achieve this through applying the following principles:

- Work with mutual trust and respect, and combine their expertise
- Be clear when their individual roles or interests are in conflict
- Inform the Committee when they are unable to deliver agreed actions
- 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.
- In situations where interests and roles are in conflict they must be declared before the business is discussed, and the Committee member should leave the room for that item.

Authority

Boston Spa Parish Council is the qualifying body for the purposes of preparing the plan. The Neighbourhood Planning Advisory Committee has full delegated authority to manage the process of preparing the plan as set out in the objectives; up to and including the publication of the consultation draft plan. Regular reports will be made to Parish Council to ensure effective progress. Boston Spa Parish Council will approve the final draft Neighbourhood Plan prior to submission to the local planning authority.

Resources and budget

The Neighbourhood Planning Liaison Group is welcome to use the facilities and equipment provided by the Parish Council. The Group does not have a budget or the powers to spend money. Any monies needed in the execution of its duties must be submitted for review and any purchases must be made by the Parish Council. Funding may also be obtained through any qualifying grants.

Meeting Arrangements

Neighbourhood Planning Advisory meetings will be held as frequently as its members require, but as a minimum, three times per year. All meetings should be held in a place accessible to the public which does not serve alcohol. It is normal practice for meetings to be held at the Village Hall.

Agenda: Meetings will have an agenda circulated 3 clear days prior to the date of the meeting. The Agenda will also be posted on to the Neighbourhood Planning page of the Boston Spa Parish Council website. If the meeting is to be held virtually, login details should be provided on the header of the agenda.

Minutes: Draft Minutes from the meeting should be produced and circulated within 10 working days to all parties. Once review and approved by the Parish Council, the minutes should also be made available on the Boston Spa Parish Council website.