

Neighbourhood Plan Development Group
Approved by Town Council 19th September 2017

Overall Purpose / Scope: With regards to the development of a Neighbourhood Plan for Ilminster, to engage the Ilminster community, undertake consultation, collect evidence and draft the Ilminster Neighbourhood Plan, so that the draft plan can progress to Independent Examination and a successful community referendum; leading to formal adoption of the Plan so that it becomes planning policy.

Reports To: Town Council

Membership: Members of the community plus a maximum of 3 Councillors

- So as to encourage active involvement by members of the community, membership of the Development Group will be flexible, allowing people to be involved subject to the practical management of tasks to be done and the effectiveness of meetings.
- The Development Group may have a co-ordinating core group of members supported by teams dealing with specified subject areas.
- The Development Group will nominate the Group Chair and seek ratification of that nomination by the Town Council.
- Members of the Development Group must be willing to work together for the benefit of the community; they must treat everyone with respect, courtesy and dignity and be prepared to consider views that are different from their own.
- Members of the Development Group are expected to act in line with the Town Council's Code of Conduct including the declaration of interests

Outputs:

- Recommendations to Town Council on the subjects / policies to be included in the draft Neighbourhood Plan including reasoning for the inclusion or non-inclusion of points raised during public engagement activities
- a draft Neighbourhood Plan for formal "Pre-submission" consultation
- a recommendation on the final draft Neighbourhood Plan including reasoning for the inclusion or non-inclusion of points raised during public consultation

Delegated Powers / Decision making: None

- The Development Group must conform to Ilminster Town Council's Standing Orders and Financial Regulations
- Management of any consultants or support staff will be by the Town Clerk
- The development group shall not incur any expenditure without either prior approval or approved delegation from the Town Council. All grants and funding will be applied for and held by the Town Council who will ring-fence the funds for the purposes of developing the Neighbourhood Plan
- The plan-making process remain the responsibility of the Town Council as the qualifying body. All publications, consultation and community engagement will be undertaken on behalf of the Town Council.

Specific Tasks and Responsibilities:

1. Prepare and implement a project plan for consultation and drafting a Neighbourhood Plan for Ilminster Obtain evidence to support recommendations of the subjects / policies to be included in the draft Neighbourhood Plan
2. Develop the policies (the subjects / topics of which have been approved by the Town Council), including obtaining the supporting evidence, to be included in the Neighbourhood Plan
3. Enable the preparation of a Sustainability Appraisal and /or Strategic Environmental Assessment and /or Habitats Regulation as appropriate (any expenditure to be approved by the Town Council)
4. Prepare a stakeholder list to be used for disseminating information and obtaining active engagement with the development of the Neighbourhood Plan
5. Prepare and implement a communication plan for the development of the Neighbourhood Plan
6. Work with South Somerset District Council to ensure that the draft Neighbourhood Plan conforms to and complements national and local policies
7. Provide regular progress reports to Ilminster Town Council
8. Make recommendations to the Town Council regarding expenditure connected with consulting about and drafting a Neighbourhood Plan for Ilminster
9. Undertake community engagement activities to keep people who live or work in Ilminster involved and updated with the development process
10. Provide information for the Neighbourhood Plan page of the Town Council website

Terms of Reference Review

The Terms of Reference may be reviewed and amended by the Town Council

- A) Upon a request from the Development Group or
- B) If the Town Council thinks a review is appropriate

Dissolution:

The Development Group will be dissolved when either

- A) A neighbourhood plan for Ilminster has been approved and become part of planning policy or
- B) When the Town Council considers the services of the Development Group are no longer required or
- C) If legislation changes and Neighbourhood Plans are no longer part of the planning legislative framework.