



QUEEN CAMEL PARISH COUNCIL

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**Queen Camel Neighbourhood Plan Working Group
Terms of Reference
Adopted 21st November 2022**

1. Purpose and Scope:

To review and revise the Queen Camel Neighbourhood Plan made in 2021, including the possible housing needs, so that the Plan continues to afford Queen Camel protection under paragraph 14 of the National Planning Policy Framework. It is envisaged that the review will result in modifications to the existing plan which may require an examination, but not a referendum.

2. NPWG Membership:

The initial membership shall be as per the list below. The NPWG may add or change participants as required by the group.

There must always be at least two parish councillors one of whom must be Chair. The Group will be quorate with 3 members, one of whom must be a parish councillor.

- John Brendon, Lead Councillor
- Bryan Norman, Councillor
- Rosemary Heath-Coleman
- John Corbett
- Rachael Malton

Tim Cook, Locality Team manager at SSDC, will provide a contact and link to SSDC / new Somerset Council, but does not have the time resource to be a full member of the group.

3. Meetings

- Meetings of this working group are not open to the public.
- Meetings will be scheduled usually bi-monthly to review progress and plan next actions. There may also be small group ad hoc meetings on specific projects.
- Minutes will be taken by a member of the committee and a copy provided to the clerk (together with any reports) for circulation to Councillors

4. Reporting

Reports will be presented to Council by the Lead Councillor (or in their absence the other parish councillor) who in turn will report back to the NPWG.

5. Funding:

5.1 Locality grant

A Locality Grant will be applied for by Council so that Jo Witherden (JW), planning consultant, can be engaged to provide support to the NPWG. The scope of JW's work and the costs are to be confirmed by the NPWG in advance of the grant application being submitted. The estimate costs are likely to be in the £7,000 - £10,000 range.

5.2 Local Authority Grant

The NPWG will investigate whether there are any other local authority funds still available to fund Neighbourhood Plans and apply for them, if appropriate.

5.3 Queen Camel Parish Council funding

The NPWG will prepare a budget for any additional funding requirements not covered by the above.

6. Insurance: the NPWG's activities will be covered by the PC's insurance.

7. Responsibilities:

7.1 The NPWG is authorised to liaise and work with other agencies and individuals including South Somerset District Council (SSDC), Somerset County Council, the new unitary Somerset Council, professionals and stakeholders review and revise the Queen Camel Neighbourhood Plan for approval by Council.

7.2 The NPWG will draft the grant applications referred to above for submission, by Council, to local authorities and Locality.

7. Limitations and Dissolution

- These Terms of Reference are subject to the Parish Council's Standing Orders, Financial Regulations and other policies.
- The clerk will be copied in to all official correspondence with external organisations and will manage the quotation process and engagement of the planning consultant.
- **Dissolution of NPWG:** The NPWG will disband once the updated draft Neighbourhood Plan has been presented to the PC (planned to be by December 2023) unless an extension of activity is agreed.