

Queen Camel Parish Council Neighbourhood Plan Working Group

Terms of Reference

(adopted 15/01/2024)

1 Purpose and Scope

The Neighbourhood Plan Working Group (WG) is to provide support to the Parish Council (PC) in implementing the Neighbourhood Plan (NP) made in May 2021. The focus should be on implementing the projects identified in the NP and in recommending further projects. The WG should also monitor the current NP, including the possible housing needs, so that the NP continues to afford Queen Camel protection under paragraph 14 of the National Planning Policy Framework.

2 Working Group Membership

Membership of the WG must always include two parish councillors one of whom must be Chair (lead). The WG can adopt up to 5 non-councillor members as it considers appropriate, subject to approval from the PC. Meetings of the WG will be quorate with 3 members present, one of whom must be a councillor.

The Parish Councillors currently nominated to the WG are John Brendon and Bryan Norman. The non-councillors currently adopted are Rosemary Heath-Coleman and John Corbett. Tim Cook, Locality Team manager with Somerset Council (SC) will provide support and links to SC, but does not have the time to be a member of the WG.

3 Meetings

- Meetings of the WG are not open to the public
- Meetings will usually be held quarterly, with ad hoc ones as necessary to deal with projects.
- Minutes will be taken by a WG member with a copy sent to the clerk to be distributed to the PC.

4 Reporting

Reports will be presented to the PC by the Lead Councillor (or in his absence another councillor), who in turn will report back to the WG.

5 Funding

- Routine activities, which should be limited, will be funded from normal PC budgets.
- Projects will be subject to funding, when required, being obtained from SC and other grant sources
- Funding for the NP review and monitoring work will be subject to the availability of Locality and other similar grants.

7 Insurance

The WG's activities will be covered by the PC's insurance arrangements.

8 Responsibilities

The WG is authorised to liaise and work with other agencies and individuals including SC, professionals and stakeholders in fulfilling its objectives, subject to PC approval in making formal commitments.

9 Limitations and Review

- These Terms of Reference are subject to the PC's Standing Orders, Financial Regulations and other policies.
- The clerk will be copied on all official correspondence with external organisations and will manage any quotations process or the engagement of external advisors or contractors.
- These Terms of Reference will be reviewed annually.

20 November 2023