

UPPINGHAM TOWN COUNCIL

Neighbourhood Planning Advisory Group: Terms of Reference <u>Draft</u>	
1.	<p>Purpose of the Group:</p> <p>To advise the Town Council by making proposals to refresh the Uppingham Neighbourhood Plan dated 2013-2026, to (a) reflect progress on the objectives, outcomes and actions agreed in 2013, (b) take forward the still-ongoing objectives, outcomes and actions set out in that Plan and (c) incorporate appropriate new ideas on what the Town wishes to achieve in the period 2020-2033, reflecting local and national priorities.</p> <p>The Advisory Group is not a Council Committee, but rather an Advisory Group and, as such, is not required to operate within the Standing Orders of such Committees. Members however should observe UTC’s code of conduct. The Group thus has no delegated powers to make decisions (other than project “operational” decisions about how it will manage and progress the delivery of its objectives, including any necessary formation of subgroups).</p>
2.	<p>Objectives and Scope:</p> <p>To deliver a proposed revised Neighbourhood Plan by 31 October 2020, which meets the requirements of current Neighbourhood Planning legislation, is in alignment with RCC’s Local Plan and has outcomes and deliverables which are achievable and well documented.</p> <p>In association with the Town Council, to contribute to and influence RCC’s revised Local Plan.</p> <p>To identify, or ratify where previously agreed, preferred modes of delivery for each element of the refreshed Neighbourhood Plan, and to continue to build capacity for new modes of delivery.</p> <p>To deliver, as part of the review, a consultation process which encourages local residents and businesses to contribute to setting the future direction, and to inform the community of progress.</p> <p>Out of Scope: The Neighbourhood Planning Advisory Group is not a delivery group for specific elements of the Neighbourhood Plan.</p>
3.	<p>Background:</p> <p>It is a requirement to review a Neighbourhood Plan every few years, and Uppingham’s Plan is currently under review. That process falls under the umbrella of the Town Council in order to benefit from its governance structure and to provide administrative support.</p> <p>The Plan is a comprehensive and wide-ranging document, and the current review project’s process will enable it to be broken down into smaller, discrete parts.</p>
4.	<p>Membership of the Advisory Group:</p> <p>The membership of the Advisory Group consists of:</p> <ul style="list-style-type: none"> • a number of Councillors nominated by the Town Council, and • a number of members of voluntary stakeholder groups. <p>Members from both these categories will take part in project-delivery activities, and vote at Group meetings.</p> <p>The Advisory Group seeks to represent the Town in an equitable way. There is therefore no limit on the number of voluntary groups which may be represented. Each voluntary group may:</p> <ul style="list-style-type: none"> ○ make its own choice of representatives (and have no more than two representatives at any one time, subject to the sentence at the end of this section),

	<ul style="list-style-type: none"> ○ change its representative(s) at will, but ideally no more often than annually, and ○ choose to withdraw from the Advisory Group at any time. <p>Should the number of voluntary groups represented reach an unwieldy level, voluntary groups may be asked to limit their representation to one person each.</p>																		
5.	<p>Roles and Responsibilities:</p> <p>The Advisory Group will identify formal roles within the Group and decide who takes them. (The roles currently identified are Chair, Vice-Chair, and Communications Lead.) The Town Clerk will lead administrative support to the Group's meetings (including preparation of agendas and minutes) and maintain its evidence library.</p> <p>A Work Plan will be maintained by the Chair and Vice-Chair. The Advisory Group will formally report to the Town Council quarterly, plus interim reports as a monthly standing item on the Council agenda.</p> <p>The Advisory Group may create subgroups, tasked with proposing content for a section(s) of the Plan, for consideration by the Advisory Group. These subgroups will report back to the Advisory Group monthly on progress.</p>																		
6.	<p>Meetings:</p> <p>The Advisory Group will aim to meet at least ten times annually.</p>																		
7.	<p>Finance:</p> <p>The Advisory Group will not hold its own budget but will apply, as required, to the Council's Finance & General Purposes Committee for funds to support activities relevant to delivering the Group's defined objectives.</p> <p>The Advisory Group will prepare an estimate of its expected financial requirements, in order to assist the F&GP Committee with forward budgeting and grants applications.</p>																		
8.	<p>Key Milestones/Timetable:</p> <table border="0"> <tr> <td>The Group will strive to meet the following timescales:</td> <td></td> </tr> <tr> <td>Subgroups' responsibilities identified, and objectives agreed</td> <td>23 August 2019</td> </tr> <tr> <td>Consultation with the community completed</td> <td>31 October 2019</td> </tr> <tr> <td>Refine Plan and introduce new elements where appropriate</td> <td>31 May 2020</td> </tr> <tr> <td>Present the draft Plan document for formal Council approval</td> <td>30 June 2020</td> </tr> <tr> <td>Present the draft Plan to the Independent Adjudicator</td> <td>20 July 2020</td> </tr> <tr> <td>Run a local referendum on the Plan</td> <td>20 September 2020</td> </tr> <tr> <td>Concluding report considered</td> <td>1 October 2020</td> </tr> <tr> <td>Identify any incomplete activities and outcomes, recommending to the Town Council how these should be dealt with</td> <td>31 December 2020</td> </tr> </table>	The Group will strive to meet the following timescales:		Subgroups' responsibilities identified, and objectives agreed	23 August 2019	Consultation with the community completed	31 October 2019	Refine Plan and introduce new elements where appropriate	31 May 2020	Present the draft Plan document for formal Council approval	30 June 2020	Present the draft Plan to the Independent Adjudicator	20 July 2020	Run a local referendum on the Plan	20 September 2020	Concluding report considered	1 October 2020	Identify any incomplete activities and outcomes, recommending to the Town Council how these should be dealt with	31 December 2020
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9.	<p>Changes to these Terms of Reference:</p> <p>The Advisory Group may, at any time, propose to the Town Council changes to these Terms of Reference.</p>																		
10.	<p>Dissolution of the Group:</p> <p>The Annual Meeting of the Town Council each May will review and decide upon the continued existence of this Advisory Group. However, it is currently anticipated that it will continue until dissolution shortly after adoption of the revised Neighbourhood Plan.</p>																		