

# **Lavenham Parish Council**

## **NEIGHBOURHOOD PLAN REVIEW GROUP TERMS OF REFERENCE**

### **1. Background**

Lavenham Parish Council dissolved the previous Neighbourhood Plan Review Group on 9<sup>th</sup> January 2025 following the defeat of the draft LNP2 at a referendum held on 28<sup>th</sup> November 2024. This Group was re-established at a meeting of the Parish Council on 6<sup>th</sup> February 2025. These terms of Reference include the amendments agreed at the meeting of the Parish Council held on 6<sup>th</sup> March 2025.

### **2. Purpose and Mission Statement**

The Group's purpose is to design and oversee a process that will result in the preparation of a revised Plan to cover the next 10 to 15 years.

The process will be:

- *inclusive* – offering the opportunity to participate for everyone who lives or works in Lavenham
- *comprehensive* – identifying all the important aspects of life for which we in Lavenham need to plan for the future
- *positive* – bringing forward proposals which will improve the quality of life in Lavenham.

### **3. Tasks**

The Group will:

- a) Prepare a process and project timetable for reviewing the 2016 Plan
- b) Ensure the process encourages participation and the submission of views and ideas
- c) Organise a survey and meetings to gather views and consult on ideas
- d) Assess existing evidence about the needs and aspirations of the Parish
- e) Liaise with relevant businesses and organisations to secure their input in the process
- f) Analyse the views, ideas and proposals received during the process and use them to draft a revised Plan
- g) Monitor and update the project timetable
- h) Report progress to the Parish Council through a regular agenda item at Council meetings.

### **4. Membership and Quorum**

The Group will:

- a) Be made up of a cross-section of volunteers from the community, including Parish Councillors, up to a maximum of 15 members all of whom must be on the electoral roll in Lavenham
- b) Include at least 2 and a maximum of 2 Parish Councillors
- c) Elect a Chair, Treasurer and Secretary from its membership to remain in these positions until the project is completed – should any of these positions become temporarily or permanently vacant, the Group will elect replacements

- d) Be quorate when 4 members are present, one of whom must be a Parish Councillor
- e) Should there be an uncontested vacancy/ies the Group has the power of co-option, should the vacancy/ies be contested Council will ask each of the candidates to write a short statement explaining why they are interested in joining the Group and Council will fill all the vacancy/ies by majority vote
- f) Should a Member of the Group not attend any meetings for two months they will cease to be a Member of the Group, the Group may choose by majority vote to allow a Member a longer period of absence

## **5. The Secretary**

The Secretary will:

- a) Keep a record of formal and informal meetings
- b) Circulate notes of informal meetings and minutes of formal meetings to Group members in a timely fashion – minutes of formal meetings will be made publicly available on the Council's website

## **6. Finance**

Grants and funding for this project may be allocated directly by the Parish Council, and/or may be applied for by the Council. All budgeted monies will be held by the Council. The budget holder will be the Parish Clerk.

The Group will, through its Treasurer and the Parish Clerk, be responsible for and accountable to the Parish Council for the proper use of these monies, and for keeping expenditure within the available budget.

## **7. Community Participation and Working Parties**

Members of the community will be encouraged to participate in the Plan revision process at all stages of the Plan review process. In particular, the Group may establish working parties, made up of volunteers from the community, to aid it in any Neighbourhood Plan related work. Each working party will have a lead person from the Group.

## **8. Conduct**

The Group will abide by the principles and practice of the Parish Council Code of Conduct, including declarations of interest. While some Group members as individuals may be accountable to organisations with which they are associated, the Group as a whole will be accountable to the wider community for ensuring that the revised Plan reflects their collective expectations.

This will be achieved by applying the following principles:

- a) Be clear and open when their individual roles or interests are in conflict
- b) Treat everyone with dignity, courtesy and respect – regardless of their age, gender, sexual orientation, ethnicity, or religion or belief
- c) Actively promote equality of access and opportunity

## **9. Changes to these Terms of Reference and Dissolution**

Proposals to amend these Terms of Reference may be agreed at a formal Group meeting, if supported by at least two-thirds of its members, for approval or rejection at a formal meeting of the Parish Council.

The Group will be dissolved once its purpose has been completed. The Parish Council will then dispose of any remaining Neighbourhood Planning budgetary monies, in accordance with any conditions imposed by grant funders, and in the best interests of Lavenham.