

Mattishall Neighbourhood Plan Delivery and Monitoring Group and associated project groups

Terms of Reference

The Neighbourhood Plan will be delivered and implemented over a long period of time by the Parish Council in partnership with a variety of different stakeholders and public and commercial bodies. As the Neighbourhood Plan is not a rigid “blue-print” but provides instead a “direction for change” through its vision, objectives and strategy, it will be necessary for options to be considered and brought to full Council for consideration.

In order to do this, a Delivery and Monitoring Group (D&MG) is proposed with the following terms of reference.

1. Purpose

The main purpose of the D&MG is to ensure the policies of the Mattishall Neighbourhood Plan are delivered in a co-ordinated and cohesive manner, working with a variety of partners.

Working in conjunction with the Planning Department at Breckland District Council, the D&MG will also provide a detailed report ‘Updates to the Neighbourhood Plan’ at each Annual Parish Council meeting. This report will monitor the progress of the Plan in the previous year and the likely implication and impact of the Plan for the forthcoming year.

2. Role and activities

- a) To undertake an initial analysis of the policies and project initiatives of the Neighbourhood Plan in order to:
- b) Prioritise the delivery of the policies and project initiatives of the Neighbourhood Plan. (high, medium, low)
- c) To identify the appropriate legal entity (if applicable) who will take responsibility for delivery of a specific policy/project, the point of contact and method of contact.
- d) Identify the resources required to deliver the policies and project initiatives of the Neighbourhood Plan, relative to c) above, including any long term liability which might arise from such delivery.
- e) Agree the timescales for the delivery of the policies and project initiatives of the Neighbourhood Plan with the appropriate legal entity.
- f) Identify dependencies on other policies and project initiatives of the Neighbourhood Plan.
- g) Identify risks to project initiatives and propose mitigations to alleviate such risks where possible. A master risk register for the delivery will be maintained and constitute part of a periodic report to full Council.
- h) To produce briefing documents for various project groups, external agencies and independent consultants in relation to specific projects or tasks.

- i) Individual project groups will create their own action plan with timings and provide these to the D&MG.
- j) To commission external agencies or independent consultants in order to deliver specific projects or tasks, in light of b) above.
- k) To commission specific areas of evidence gathering and analysis as required (including residents and business surveys).
- l) To produce materials, both printed and electronic, used to communicate progress of the delivery of the Plan to residents, businesses and the wider community.
- m) With reference to b) above, to ensure that sufficient funds are available for the delivery of the Neighbourhood Plan; by investigating alternative sources of funding and completing funding applications.
- n) To monitor expenditure and produce a report on funding requirements for Parish Council prior to annual budget and Precept setting.
- o) To produce a detailed report 'Updates to the Neighbourhood Plan' at each Annual Parish Council meeting.

3. Membership

The D&MG will consist of a Chairman and at least 2 other parish councilors.

Representatives from statutory bodies, community representatives (residents) may also be invited to attend as non-voting members of the group.

Where necessary to deliver specific objectives, individual project groups will be set up. The membership of these project groups can also be extended to representatives of statutory bodies, public and community organisations, by invitation.

4. Monitoring & reporting

The D&MG will obtain details of planning applications from the weekly lists available on the BDC planning website, these will be reconciled to the BDC notifications to the parish clerk, and compare these to the MNP policies. A report on the compliance of these applications with the MNP, and on the progress of any ongoing projects, will be delivered to council members prior to the relevant monthly meeting.

Planning applications will be monitored regularly until a final decision is made i.e. approval, refusal, appeal decision.

Where recommendations are being made to the full Council these will be brought forward to the next scheduled meeting of the Parish Council for resolution.

A member of the Parish Council will act as a minute-taker for the D&MG meetings.

Project group meetings will be required to maintain their own minutes to a similar standard as the D&MG. A template will be provided.

Project groups will pass their recommendations to the D&MG for review prior to being put to full Council.

Minutes of both the D&MG and any project groups will be made available on the PC website.

5. Meetings

The D&MG will confer on a suitably frequent basis prior to PC meetings to progress matters in a timely manner, this is expected to be monthly.

Any project groups will meet in a timely manner, as required by the individual project.

This document was approved at a Council meeting held on 11 April 2017.