

Hurst Neighbourhood Plan Project Team

Terms of Reference – update May, 2023

1. Purpose of the Project Team

Hurst Parish Council (HPC) is the qualifying body for the preparation of a Neighbourhood Plan for the civil parish of Hurst and has decided to proceed with the development of a 20-year Plan.

The HPC has agreed to establish separate Working Group to develop all aspects of the Neighbourhood Plan and has granted delegated authority to the Working Group to undertake this work.

The Working Group shall be known as 'The Hurst Neighbourhood Plan Working Group' (HNPWG).

2. HNPWG objectives

The objective of the HNPWG is to produce a Neighbourhood Plan for the parish of Hurst that defines the planning policies identified by the community, taking into account all representations, all existing evidence made during the process, and having regard to the strategic development objectives of Wokingham Borough Council.

3. HNPWG work programme

The HNPWG will undertake a programme of work including but not limited to the following:

- Develop a Project Plan including target milestones and deliverables
- Develop a Project Budget and financial management processes approved by the HPC
- Develop and manage effective community communications channels and processes
- Undertake in-depth discussions with relevant departments of Wokingham Borough Council
- Develop and implement a comprehensive community engagement exercise
- Collect all necessary relevant supporting evidence from other sources
- Identify, discuss and assess options in respect of each area of the Plan
- Prepare and submit to Wokingham Borough Council a draft Plan that fully complies with Regulation 14 and Regulation 16 requirements
- Ensure that the draft Plan complies with the Basic Conditions and Consultation Conditions as set out in the relevant legislation.

4. Transparency

The HNPWG will publish the following items in a regular and timely manner:

- Membership of the HNPWG
- The project plan including target milestones and deliverables
- The Project Budget and regular financial reports to be submitted to the HPC
- Minutes of all HNPWG meetings
- All other relevant Plan documents formally approved by the HNPWG.

5. HNPWG Membership

The HNPWG will be chaired either by the Chairman of the HPC or his appointee and will consist of residents of the parish of Hurst with the skills and expertise to undertake various aspects of the project work and who have volunteered their time to do so. Membership will be by a process of co-option and agreement by the current HNPWG members. A full list of members and their roles will be continuously maintained and publicised to the wider community.

6. Conduct and Interests

The HNPWG will be accountable to the HPC and to the wider community for developing a Neighbourhood Plan that reflects the collective views and expectations of the residents of Hurst.

The HNPWG will work with mutual trust and respect and combine their expertise.

All members will declare when their individual roles or interests are potentially in conflict with the HNPWG objectives and will absent themselves from the HNPWG for any discussion or decisions in respect of these conflicted areas.

7. Decision-making and Reporting

All decisions made by the HNPWG will normally be by consensus. When a vote is required, each member shall have one vote. A minimum of four members will be present when matters are presented for decisions to be taken. A simple majority will be required to support any decision, with the Chairman having one casting vote.

HPC is the qualifying body for the purposes of preparing the Neighbourhood Plan and the HNPWG will make regular progress and financial reports to the HPC.

HPC will approve the final draft Neighbourhood Plan prior to submission to Wokingham Borough Council.