

## **Brixham Peninsula Neighbourhood Forum Draft working group terms of reference**

### **Membership**

The BPNF will engage the local community to ensure that the plan is truly representative of the ambitions of peninsula and will maximise support by ensuring high levels of community engagement throughout.

The BPNF will be made up of a good cross-section of the community, including Town Councillors:

- Roles – the working group will elect a Chairperson and Vice Chairperson and together they will help facilitate discussion at meetings and ensure that the process is inclusive, fair and non-confrontational.
- The BPNF will be open and inclusive and allowing those living or working in the peninsula area to apply to become members of the Forum in accordance with the Forum's constitution. Forum meetings will be advertised by the Town Clerk and through the various webpages and noticeboards available to the Town Council.
- All Forum members are expected to take an active role in the process.
- Any dispute within the BPNF will be referred to the Town Council for arbitration.
- The BPNF may establish smaller Working Groups to undertake work if required.
- Each small Working Group will have a lead person who will liaise closely with the Chairperson.

### **Aims**

To facilitate implementation and delivery of the adopted Brixham Peninsula Neighbourhood Plan.

To monitor the implementation and delivery of the adopted plan, so as to allow the plan to be reviewed and refreshed on an ongoing basis, including following the anticipated refresh of the Torbay Local Plan.

The Chairperson or Vice Chairperson will report progress / make recommendations to Full Council and all other committees when requested to do so.

### **Objectives**

- To assist Brixham Town Council to monitor all planning applications in the peninsula area.
- Brixham Town Council will prepare reports for the Planning & Regeneration Committee including all planning applications within the Town Council area; and relevant planning applications in the wider non-parished peninsula area. To seek to ensure a maximum of three representatives of the BPNF attend the Town Council's Planning and Regeneration Committee to assist the committee in implementing the adopted plan and agree a formal response to the local authority for all large applications. Those members to have been working group representatives of the BPNF historically and their role is to assist the Council in relation to the content of the neighbourhood plan and to

draw to the committee's attention any relevant planning applications which it considers requires representations on. Their role is to also update the committee including support on strategic matters related to the refresh of the neighbourhood plan and local plan. The three additional members will not be counted as part of the quorum of the Planning and Regeneration Committee.

- To consider and recommend regeneration proposals within the Brixham Parish Boundary for the Planning and Regeneration Committee to consider based on proposals highlighted within the adopted plan.
- To assist developers and others who may wish to make pre-application enquiries on larger or more important development proposals to understand the plan.
- To prepare an annual budget request to the Finance and General Purposes Committee for consideration at their October meeting.

### **Meetings**

The BPNF Chairperson will call Forum meetings as and when necessary. Forum meetings will be advertised by the Town Clerk and through the various webpages and noticeboards available to the Town Council. The Town Council will provide a meeting room at the Town Hall, subject to availability.

All Forum members must at the start of every meeting declare any interest, whether pecuniary or otherwise, in any items on the agenda, and are under a continuing obligation to make a later declaration should they realise that they do have an interest in the topic under discussion. Any such declarations must be recorded in the minutes.

### **Documentation**

Reports of all meetings will be recorded by the Chairperson and circulated to the Planning and Regeneration Committee which will be recorded in the minutes of the meeting. The minutes of all Forum meetings will be published by the Town Clerk on the Town Council website.

### **Accountability**

The BPNF is formerly accountable to the Planning & Regeneration committee.

All grants and funding (not including CIL monies) will be applied for and held by the Town Council, who will ring-fence the funds for Neighbourhood Development Plan work. The forum may only spend the ring-fenced funds having notified the Town Council of any planned expenditure before it is incurred. Forum members and volunteers may claim back any previously agreed expenditure incurred during any Neighbourhood Plan related work. Any claims will be taken from the ring-fenced funds.

### **Scope**

- To work effectively with the local authority and other agencies
- To review the plan and recommend necessary amendments taking into account changes to national and local policies
- To comply with current legislation, data protection regulations, health & safety, insurance etc
- To identify best practice and identify issues and areas for improvement

- To recruit volunteers and allocate tasks
- Advise the Town Council on budgetary and funding opportunities recognising that it is the Town Council that has sole responsibility for setting budgets, to enter into contracts and apply for funding opportunities
- To submit a report for the Annual Parish Meeting (normally held in March) each year.

### **Dissolution**

The BPNF will be dissolved once its objectives have been attained and/or when the 5-year Forum designation formally ends (7 December 2022) should it not have been renewed prior, where such renewal is necessary