

# Lawshall Neighbourhood Plan Team (NPT)

## Terms of reference and Mission statement

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### **Mission Statement:**

*The Neighbourhood Plan Team aims:*

1. To create a framework for guiding the future development, regeneration and conservation of Lawshall, which will include a vision for the use and development of land and facilities as it may relate to housing, employment, heritage and transport.
2. To create a team with representatives from all geographical parts of the village and across a representative range of demographic groups.
3. To find the most effective ways to reach all sections of our community and actively engage them in the process.
4. To capture the consensus of villagers in determining how they wish to see future development of land and buildings in the village of Lawshall e.g. what is acceptable & what isn't; what people value most in Lawshall and what needs improving.
5. To work within the strategic policies in the local area development plan and to comply with European and national policies.

### **Purpose / role of the group:**

The action group was conceived by Ric Edelman, in response to a request from Lawshall Parish Council for volunteers, and formed in August 2015 with an inaugural meeting on 21<sup>st</sup> August 2015 at The Swan, Lawshall. It aims to facilitate the preparation of a Neighbourhood Plan for the village of Lawshall, in conjunction with Lawshall Parish Council to which it will regularly report back.

### **Membership:**

The group is open to residents of Lawshall who have an interest in creating a Neighbourhood Plan for the village, with two representatives from the Parish Council. Due to the large number of villagers who have put themselves forward, a limit of 15 has been put on the membership to ensure effective running of meetings.

The team has also built a second tier of support of villagers who are willing to help in specific ways, e.g. advice on community engagement; door to door delivery of fliers etc.

### **Accountability:**

Although not formally constituted, 'officers' have been elected to take on specific roles:

Ric Edelman – Chair / John Kent – Vice-Chair

Karen Wilcox – Secretary / David Page – Treasurer

Laura McClelland & Lucy Kent – Public Relations

Debbie Thomas – Funding / Amber Brouder – Youth Rep

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### **Declaration of interests:**

All members of the NPT will complete a 'Register of Interests Form'. These forms will be collated and posted on the NPT website. Every six months, the Register will be updated with any changes to the interests of NPT members. If a new member is added to the NPT, they will be asked to complete a form which will be added to the Register immediately.

At the beginning of any NPT meeting, members in attendance will be asked to declare any interest they have in any item on the agenda. If they declare such an interest, they will be asked to leave the meeting for the discussion of that item or, if necessary, for the whole meeting.

### **Complaints Procedure:**

The NPT has a formal Complaints Procedure in place should any villager feel the need for one. This can be viewed on request.

The Team will work on behalf of the PC and so is accountable to the PC for its approach, programme and planning.

### **Review:**

The group will review the relevance and value of its work and the terms of reference every six months, or earlier if required.

Once the Neighbourhood Plan is completed and ratified by the District Council the team will be wound up.

### **Working methods and Community Engagement Strategy:**

The team's main approach will be to consult as many villagers as possible at all stages of the process and use local skills and expertise whenever relevant. To this end a Community Engagement Strategy has been developed and will be referred to at regular intervals.

Sub-groups will be formed as necessary to plan events/explore funding etc.

Meetings will be held monthly or as needed and non-members will be invited to group meetings when specific help or expertise is required.

Contact details are shared between NPT members; minutes and memos circulated. Progress reports will be published in the village magazine Round & About and on posters around the village. Door to door fliers will be delivered to all residents for specific events. A Facebook page has been created as has a webpage on the Parish Council website.

*October 2015*

*Dec 2015 – V2 with amendment ratified by PC on 8/12/15*

*March 2016 - V3 with amendment ratified by PC on 8/03/16*

*May 2016 – V4 with amendment ratified by PC on 10/05/16*