



## **NEIGHBOURHOOD PLANS (REVISION) TEAM**

### **TERMS OF ENGAGEMENT**

#### **Objective**

The objectives of the first revision of the Neighbourhood Plans are:

1. To ensure that the plans are not in conflict with the now made District Plan
2. To create documents which are made later than the now made District Plan, thereby removing any argument that the District Plan supersedes them
3. To align the policies in the two plans so that they are identical, with the exception of any site-specific policies
4. To make limited and focussed additions where these are felt to be particularly important and beneficial, without unreasonably compromising the speed with which the new plan can be made and if at all possible avoiding making changes of a magnitude which are likely to trigger a referendum

It should be noted that further revision(s) during the currency of the plan are not ruled out.

#### **Format of Revised Plan**

In order that consistency is efficiently ensured between the plans and to make it as easy as possible to reference by planning officers and members when they are made it is proposed that both plans refer to a common document containing all of the common policies.

Unless it becomes clear that this is inappropriate or inefficient, that the revised plans be structured so that each individual plan document contains the site-specific policies and a reference to a document, common to both plans, which contains the policies which are not site-specific.

#### **Budget**

That the Neighbourhood Team be advised that the maximum budget is £15,000 plus any grant received. In recognition of the small scale of Thorley Parish, a nominal contribution only of £200 will be requested from Thorley Parish Council.

#### **Relationship of the Neighbourhood Team to the Task and Finish Group and Council**

The work of the Neighbourhood Plan Team will be overseen by the Neighbourhood Plan Task and Finish Group of Bishop's Stortford Town Council selected members of which will also be members of the Team. The Task and Finish Group will report periodically to Full Council on the progress of the plan revision.

The Draft plan revision will require the approval of the Town Council prior to submission for independent examination.

## **Assumptions Which Will Be Made**

For the purpose of the neighbourhood plan exercise it will be assumed that developments will occur substantially in accordance with the policies of the District Plan.

By joining the team individual members or organisations are *not* indicating that they support these District level policies. They are free to challenge them *outside the activities of the team* on condition that the publicity surrounding such challenges does not undermine their participation in the Neighbourhood Plan (for example their challenge/publicity could object to the District policies, but make it clear that, in the event that they are implemented, the policies of the neighbourhood plan are better than the situation without the neighbourhood plan.)

## **Commitment, Attendance, Process**

Members are expected to attend at least two thirds of ordinary meetings of the team. Members should give apologies to the Chief Executive Officer of the Town Council if they are unable to attend. Members should recognise that the team represents a significant commitment over an extended time. As a guideline the Neighbourhood Plan teams for Silverleys and Meads wards met every three weeks for approximately two and a half hours, during the period November 2012-April 2014. Extensive work was needed between meetings. Whilst the revision will be much less work in total, it is expected that the intensity of the work will be similar.

Whilst members should feel under no obligation to agree to undertake work between meetings, once they have agreed, would normally be expected to complete the work they have agreed to do.

Meetings will take a combination of formally chaired engagements and more interactive workshops/brainstorming sessions.

Members of the team are expected to work together in a spirit of positive and professional cooperation towards the rapid achievement of the overall objective. Team members should not adopt 'filibustering' or other techniques to delay progress and must respect the views of other members, even if they differ from their own.

## **Chairmanship, Leadership and Facilitation**

The Chairman will be selected by the Council however in the absence of the Chairman at any meeting the team will elect a Chairman for the meeting. Some meetings may take the form of a facilitated workshop. The Team is free to adopt working practices which suit the purpose and will not be bound by Council Standing Orders nor to follow formal processes during the bulk of its discussion. The exception is that documents to be submitted for further examination by the Task and Finish Group or the Council must be formally approved by a simple majority of the team.

## **Other Matters**

This is a living document and will evolve as the process progresses.

The Neighbourhood Plans (Revision) Team: Application Form is on Page 3
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**BISHOP'S STORTFORD TOWN COUNCIL  
NEIGHBOURHOOD PLANS (REVISIONS) TEAM  
APPLICATION FORM**

Name:	
Address:	
Daytime Telephone Number:	
Mobile Number:	
Email Address:	
Do you represent an organisation(s) or group(s)? If so which?	
Are you a member of any other clubs or groups within the town?	
Do you have any specific skills or qualifications which you would like to contribute?	
In a paragraph, explain why you wish to be a member of the Neighbourhood Plan Team?	
Is there anything else you would like to tell us?	

- I would like to apply to become a member of the Bishop's Stortford Town Council core Neighbourhood Plan (REVISIONS) Team
  
- I would like to apply to become a member of the wider Neighbourhood Planning group and participate on one of the special interest teams

Signed..... (if not sent by email)

Date.....

Please submit this form to:

Email:

sim.richardson@bishopsstortfordtc.gov.uk

Post:

Sim Richardson  
Bishop's Stortford Town Council  
The Old Monastery  
Windhill  
Bishop's Stortford  
Herts CM23 2ND

For enquiries, please call:

01279 712142