

TERMS OF REFERENCE FOR THE SALEHURST AND ROBERTSBRIDGE NEIGHBOURHOOD PLAN MONITORING GROUP (NPMG)

The Salehurst and Robertsbridge Neighbourhood Development Plan (NP) was made following a public referendum on 31 May 2018, and a decision of Rother District Council taken on 9 July 2018. It contains both Planning Policies for the Parish, and community actions which will be delivered and implemented by the respective Planning Authorities (Rother District Council [RDC] or East Sussex County Council [ESCC]) or the Parish Council in partnership with other stakeholders and public and commercial bodies.

In order to scrutinise the implementation of the NP, a monitoring group will be formed, with the Terms of Reference set out 1 to 4.5 below.

The NPMG is a working group of the Parish Council; it will be accountable for its conduct and progress to the Parish Council and will report regularly to it.

1. Purpose

- 1.1 To review the application of the policies of the Planning Authorities in their determination of planning applications so that the objectives of the NP are delivered in a co-ordinated and cohesive manner that accords with the NP.
- 1.2 To ensure that issues and projects identified by the NP and recorded in para 3.9 of the NP, are being delivered by the Parish Council, working with a variety of partners, in a co-ordinated, cohesive manner and in a timely fashion.
- 1.3 To consider any possibilities for review of the NP which will be formally reviewed, at a minimum, within five years of its having been made in accordance with para 3.4.3 of the NP.

2. Role and activities

- 2.1 To monitor progress on the delivery of the NP issues and projects referred to in para 1.2 above by each of the Parish Council's committees or working groups or the Council, making recommendations to the Council in respect of the timely delivery of such issues and projects.
- 2.2 To prioritise the delivery of objectives and initiatives of the NP.
- 2.3 To monitor the application of the NP policies by the Parish Council and the Planning Authorities in relation to planning applications.
- 2.4 To produce a detailed annual written report for the Annual Parish Assembly.
- 2.5 To recommend any additions, amendments or updates to policies or action points for consideration in any future review of the NP.
- 2.6 To monitor the overall effectiveness of the NP in the previous twelve months and the likely implications and impact of the NP for the following year.
- 2.7 To report to the Parish Council on a regular basis, making such recommendations as it thinks fit.

3. Membership

- 3.1 The NPMG will consist of the Parish Clerk, a member of the Parish Council Planning Committee, up to three further Parish Council Members and up to four members of the public with a sound knowledge and understanding of the content of the NP.
- 3.2 The NPMG will elect its own Chair and Minute Secretary.
- 3.3 Where necessary to deliver specific objectives/actions, individual project groups may be set up. The membership of these groups may also be extended to include, by invitation, representatives of statutory bodies, public and community organisations.
- 3.4 Members of the NPMG must recognise that their role is to monitor the NP in a way that brings benefits to the whole community.
- 3.5 Members of the NPMG must agree to follow the Seven Principles of Public Life and those who have already not done so, will be required to complete a Declaration of Interests form, similar to that of the Parish Council.
- 3.6 Members of the NPMG must declare any conflicts of interest in any meeting, and if necessary, leave the room during discussion of the relevant item.

4. Meetings

- 4.1 The NPMG will meet on a suitably frequent basis to progress matters in a timely manner, but a minimum of quarterly, with consideration for the Parish Council Planning Committee cycle.
- 4.2 A quorum of three members will be required.
- 4.3 The NPMG will aim to make decisions by consensus, but, should a vote be needed, each member will have one vote, and a simple majority by show of hands will be required. The Chair will have a casting vote.
- 4.4 The meetings of the NPMG will be minuted; all minutes will be sent to members of the NPMG and the Parish Council and will be published on the NP website.
- 4.5 Meetings of the NPSG will be open to the public.

Salehurst & Robertsbridge Parish Council
Approved 17 September 2018, Minute 2602/4