

Drayton Parish Council

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DRAYTON NEIGHBOURHOOD DEVELOPMENT PLAN WORKING GROUP TERMS OF REFERENCE

Date Last Agreed: May 2022 Date of Next Review: May 2023

1. Background

The Drayton Neighbourhood Plan 2014-2031 passed its local Referendum in March 2014, and was brought into force by VWHDC in Summer 2015.

2. Purpose and Projects

The Drayton Neighbourhood Development Plan (NDP) Working Group supersedes the former D2020 Implementation Committee, and the Projects Board (Neighbourhood Plan) Working Group. The purpose of the working group is to plan and co-ordinate the fund-raising and project management of the various parts of the Drayton NDP including the following:

- 2.1 The Village Hall Refurbishment project
- 2.2 The new Sports Pavilion and Sports Facilities at Barrow Road
- 2.3 The New Village Green at the Manor Farm site
- 2.4 Playground facilities (in association with the Leisure and General Purposes Group), including existing facilities at Lockway, new facilities in the new housing developments, and new facilities at e.g. the Millennium Green
- 2.5 Open spaces and biodiversity e.g. at South of High Street
- 2.6 Tree planting
- 2.7 Traffic calming measures
- 2.8 Footpaths refurbishment (in association with the Rights of Way Working Group)
- 2.9 Pre School

3. Membership and Quorum

3.1 Membership of the NDP working group shall comprise the members of the Finance and Personnel Committee and up to four additional co-opted voting members who must be resident in the parish. Technical experts may be co-opted as non-voting members as required.

3.2 The NDP working group may appoint sub-groups as it deems necessary, and co-opt members on to these groups. Each sub-group must liaise with the projects board working group and parish council and must be chaired by a parish councillor. Each sub-group will take minutes and report these via the Projects Board working group.

3.3 The membership of the NDP working group and any of its sub-groups will aim to be representative of the village, and best efforts shall be made to ensure that there is a balance of gender, age and place of residence in the village, so that a wide breadth of opinion, skills and experience is available to the working group.

3.4 The NDP working group Chairperson shall be a parish councillor.

3.5 The NDP working group may elect a Deputy Chairperson from its members.

3.6 The NDP working group quorum is one half of its voting members, subject to a minimum quorum of three, which must include a parish councillor.

3.7 Non-voting, advisory officers shall be the Parish Clerk, the Programme Manager, planning or other experts co-opted by the NDP working group (with the approval of the Parish Council), or engaged by the parish council.

4. Meetings

4.1 The NDP working group shall meet normally on a monthly basis and not less than ten times a year.

4.2 If the Chairperson is not present, the Deputy Chairperson shall preside at the meeting. If neither is present, members shall elect a chairperson for the meeting from amongst their number.

4.3 The Programme Manager shall service the NDP working group meetings, and shall ensure that monthly progress reports are submitted to the parish council.

4.4 The NDP working group shall keep records of its meetings.

4.5 Members of the NDP working group shall agree to be bound by the Seven Principles of Public Life ("The Nolan Principles") which are: Selflessness; Integrity Objectivity Accountability Honesty Leadership (see Appendix for definitions).

4.6 The NDP working group and all of its proceedings and communications (including emails in whatever system) shall be subject to the provisions of the Data Protection Act, GDPR and the Freedom of Information Act.

5. Finance

5.1 The NDP working group's work will be financed by the parish council from the precept.

5.2 Receipts and Payments will be administered by the Clerk/RFO through the parish council's bank accounts, in accordance with the annual budget prepared by the council.

5.3 The NDP working group has no delegated financial authority.

5.4 The Chairperson of the NDP working group, in collaboration with the Programme Manager, shall keep the Parish Clerk/RFO and the parish council's Finance & Personnel Committee informed of on-going budgetary requirements for the NDP working group.

5.5 Orders for goods and services, and contracts issued for work on Drayton NDP projects must comply with Drayton Parish Council's Financial Regulations as then in force. The Programme Manager will be responsible for producing specifications work goods or services and obtaining quotations for review by the Projects Board working group, and recommendation to full council.

5.6. The Programme Manager will prepare the tender documentation if any tenders are to be issued, complying with the parish councils' financial regulations. Tenders will be received, reviewed and awarded in accordance with the parish councils' financial regulations. The Clerk shall be responsible for placing orders and issuing calls for tender for any contracts.

Appendix: The Seven Principles of Public Life

The Seven Principles of Public Life, known as the Nolan Principles, were defined by the [Committee for Standards in Public Life](#). They are:

- **Selflessness:** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
- **Integrity:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- **Objectivity:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.
- **Honesty:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership** Holders of public office should promote and support these principles by leadership and example.