

## TERMS OF REFERENCE FOR

### THE CROWHURST NEIGHBOURHOOD PLAN MONITORING AND REVIEW GROUP (CNPMRG)

The Crowhurst Neighbourhood Development Plan (CNP) was made following a public referendum on 27<sup>th</sup> June 2019, and a decision of Rother District Council taken on 8 July 2019. It contains Planning and other Policies for the Parish 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, public and commercial bodies and Parish residents.

In order to scrutinise the implementation of the CNP, a monitoring and review group will be formed, with the Terms of Reference set out 1 to 4.4 below.

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

1. Purpose – To advise and monitor on the delivery of the CNP by the Parish Council to achieve the following:

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

2. Role and activities

- 2.1 To draw up an action plan to be agreed with Crowhurst Parish Council (CPC);
- 2.1 To promote, aid and monitor progress on the delivery of the CNP issues and projects referred to in para 1.2, making recommendations to the Council in respect of the timely delivery of such issues and projects;
- 2.2 To prioritise and support the delivery of objectives and initiatives of the CNP;
- 2.3 To monitor how CNP policies are referred to and applied to planning applications;
- 2.4 To advise the CPC on the production of a detailed annual written report on the delivery of the NP for the residents of Crowhurst;
- 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 CNP in the previous twelve months and the likely implications and impact of the CNP 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 CNPMRG will consist of Parish Council Members and up to five members of the Public. There will be a maximum of 10 voting members;
- 3.2 The CNPMRG will elect its own Chair and Minute Secretary;
- 3.3 Where necessary to deliver specific objectives/actions, individual task groups will be reconvened or set up. The membership of these groups may also be extended to include, by invitation, advisors, representatives of statutory bodies, public and community organisations and Parish residents;
- 3.4 Members of the CNPMRG must recognise that their role is to aid in the delivery and monitoring of the CNP in a way that brings benefits to the whole community;
- 3.5 Members of the CNPMRG must agree to follow the Seven Principles of Public Life (see Appendix 1).
- 3.6 Members of the CNPMRG 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 CNPMRG will meet on a suitably frequent basis to progress matters in a timely manner, but a minimum of quarterly, with consideration for Parish Council meetings;
- 4.2 A quorum of three members will be required, with at least one Parish Councillor and one non Parish Council member present.
- 4.3 The CNPMRG 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 CNPMRG will be minuted; all minutes will be sent to members of the CNPMRG and the Parish Council. Minutes will also be published online except where confidential items are discussed;

### **1 Selflessness**

Holders of public office should act solely in terms of the public interest.

### **2 Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

### **3 Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### **4 Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

### **5 Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

### **6 Honesty**

Holders of public office should be truthful.

### **7 Leadership**

Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.