

# BLACKROD NEIGHBOURHOOD PLAN DELIVERY GROUP (BNPDG)

## TERMS OF REFERENCE

### 1. Background

1.1 The Blackrod Neighbourhood Plan was MADE on the 23<sup>rd</sup> June 2021 and was adopted as part of the Local Authority (Bolton Council) Strategic Local Plan for the borough.

1.2 The Policies in the Plan will be implemented by Bolton Council (BC) as part of their development management process. Whilst Bolton Council will be responsible for development management Blackrod Town Council will use the Plan to frame its representations on submitted planning applications. The Town Council will also monitor the effectiveness of the policies in an annual review.

1.3 Upon adoption by the Local Authority (Bolton Council) the Blackrod Neighbourhood Plan Steering Group was dissolved. A new group was proposed and resolved to project manage the delivery of the Community Projects and those relevant Policies outlined in the Neighbourhood Plan.

### 2. Name

2.1 The name of the delivery group shall be **Blackrod Neighbourhood Plan Delivery Group (BNPDG)**

### 3. Purpose

To deliver the Community Projects and relevant Policies of the Blackrod Neighbourhood Plan. To promote, coordinate, monitor and review their implementation. To act as the Project Team for all project management decision-making purposes and to hand over completed projects to the Community for their ongoing sustainable care, where appropriate.

The **BNPDG** will take delegated responsibility to set up a framework to bring together relevant stakeholders and the necessary resources to encourage, support, facilitate and monitor the implementation of the various Community Projects contained within the Plan and as agreed and outlined in the supporting document named: **BNPDG List of Agreed Project Allocations**.

In undertaking this, its further objectives will be to:

3.1 Provide a locally accountable and representative lead for the delivery of the BNDP Community Projects and relevant Policies on behalf of Blackrod Town Council.

3.2 Consider the Community Projects listed in the document **BNPDG List of Agreed Project Allocations**, set priorities, monitor targets and agreed timescales, and to identify lead responsibility for each Project.

3.3 Promote, engage, help to resource and facilitate local residents and other relevant stakeholders to take ownership of and/or become involved to assist **BNPDG** in the delivery of the Community Projects and relevant policies of the Plan.

3.4 Liaise with BTC, BC and other relevant stakeholders where appropriate to identify relevant grants, donations and sources of funding to help facilitate the delivery of projects as required and to prepare, submit and deliver grant funding applications in respect of the Community Projects that the BNPDG will lead.

3.5 Report back to BTC on progress, any issues arising, the resources and funding required etc in a monthly and annual review, as appropriate.

3.6 Promote and raise awareness of the BNDP, its aims, objectives and progress achieved over time amongst residents and other local stakeholders of Blackrod and where appropriate the Planning Officers at BC.

3.7 Respond to issues that are brought to the **BNPDG**'s attention and inform BTC/BC as appropriate.

#### **4. Respective Roles, Membership and Conduct**

4.1 BTC will be responsible for liaison with BC as the local Planning Authority to secure its practical support to recognise, respect and to enable BTC to achieve the outcomes of the BNDP within the agreed timescale in respect of the determination of local planning applications and in seeking to bring the resources together to deliver the strategic principles within the BNDP.

4.2 The **BNPDG** shall be formed from local members of the community and shall be no more than a maximum of ten members (no more than two to be Blackrod Town Councillors, in any capacity, if required). The Town Clerk to be a member in a supporting role and as responsible person for budgetary control and funding management where required.

4.3 The **BNPDG** may co-opt additional support to carry out specific tasks for as short or long a period as necessary. This may include people for small working groups per project as appropriate.

4.4 Membership is voluntary. Potential new members to be first accepted by simple majority of existing Group members.

4.5 All members of the **BNPDG** must declare any personal interest that may be perceived as being relevant to the decisions or recommendations made by it. This may include membership of an organisation, ownership or interest in land or business or any other matter likely to be relevant to the work undertaken by the **BNPDG**.

4.6 In the interests of probity and to avoid matters of vested interest there may be occasions where individuals, representatives of community organisations and other stakeholders can provide input during the process as opposed to formally being on the delivery group. These could include for example: Ward Councillors, Landowners, Developers, Estate Agents and Property Investors. These additional people will not have any voting rights.

4.7 A person shall cease to be a member of the **BNPDG** upon notifying the Chair in writing of their wish to resign.

4.8 The Chair of the **BNPDG** will initially be appointed by the Group and will lead the **BNPDG** for a limited period of approximately five years. After this term the members of the BNPDG can appoint a new Chair or officers if found to be relevant. If more than one candidate for the role of Chair, or officers, of BNPDG is put forward, then a vote by BNPDG members will take place following appropriate voting processes.

#### **5. Supporting Officers and Administration**

5.1 Administrative support for the group will involve appointing officers, as required, including a Secretary, which will be appointed by a simple majority of the **BNPDG**. The secretary role will be reconfirmed every five years in line with any newly appointed Chair and Vice Chair roles.

## 6. Meetings

6.1 The **BNPDG** shall arrange its own meeting schedule but should endeavour to meet monthly as a minimum. Additional notice for urgent matters may be given if agreed by majority of the members. All meetings will take place in Blackrod Town Council Offices unless agreed otherwise.

6.2 Matters requiring a vote shall be decided by a simple majority of votes of the **BNPDG** members present. The Chair of the meeting has a casting vote.

6.3 The **BNPDG** is quorate provided all the following apply:

- a minimum of four members are present
- the meeting has been properly convened

6.4 The Secretary shall keep a record of meetings and circulate minutes to **BNPDG** members approximately 7 days after each meeting. In the absence of a Secretary, the **BNPDG** shall elect a member present to keep the record.

6.5 **BNPDG** meetings and activities shall follow good practice.

6.6 The **BNPDG** group may form project teams/working groups.

6.7 Decisions made by the **BNPDG** should normally be by consensus at delivery group meetings. Where a vote is required each member shall have one vote. A minimum of four members shall be present where matters are presented for decisions to be taken. A simple majority will be required to support any motion. In the event that the votes cast give no majority then the Chair or the Vice Chair shall have the casting vote. The Chair, or in their absence the Vice Chair, shall have the casting vote.

## 7. Affiliations, Interests and Contributions

7.1 The **BNPDG** shall not itself be affiliated to any political party. It is recognised that town councillors and community members may have such affiliations which shall be declared where relevant.

7.2 All members of the **BNPDG** must declare any pecuniary interest that may be perceived as being relevant to a decision of the **BNPDG**. This may include membership of an organisation, ownership of land or a business, or any other matter that may be considered relevant. Such declarations are to be recorded and be publicly available. Having declared an interest, that member shall not take part in a discussion or vote on the related issue. In the event of disagreement, the decision of the Chair shall be binding.

7.3 Organisations and businesses may assist in the delivery of projects or relevant policies and may contribute to the cost of delivery. Details of any donations or assistance must be made publicly available and detailed in the reporting/updates issued by the **BNPDG**.

## 8. Reporting and Communication

8.1 The **BNPDG** is established having full-delegated authority from the Town Council to deliver the relevant projects and relevant policies as outlined in the document: **BNPDG List of Agreed Project Allocations**. The Chair of the **BNPDG** shall report to each monthly meeting of the Town Council where appropriate.

8.2 The Town Council has approved the document: **BNPDG List of Agreed Project Allocations** and the Terms of Reference prior to appointing the **BNPDG**.

## **9. Finance**

9.1 Relevant financial transactions (grants, donations, payments etc) related to the funding and delivery of Community Projects shall be managed alongside the Town Clerk where funding for BNPDG activities are held in an appropriate BTC Account. The BNPDG Chair will oversee these BNPDG activities with support of the Town Clerk. Alternatively, the BNPDG may establish its own bank account.

## **10. Changes to these Terms of Reference**

10.1 Should any amendments be required to these Terms of Reference the changes must be ratified by the **BNPDG** and the revised Terms of Reference circulated by the Group secretary as appropriate.

## **11. Dissolution of the BNPDG**

11.1 The **BNPDG** shall continue to operate for the duration of the BNDP (2033) or until the projects and relevant policies detailed in document: **BNPDG List of Agreed Project Allocations** have been delivered and/ or are completed.

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