

# Paignton Neighbourhood Forum

## Terms of Reference

### 1.0 Introduction

- 1.1 Torbay Council is the Local Planning Authority for the area of Brixham, Paignton and Torquay. Torbay's Community Partnerships were established by the Torbay Strategic Partnership in September 2004. Each Community Partnership has the following Aim and Objectives under the Constitution last reviewed and revised in March 2011,:-

Aim:

To bring together local people to add value and achieve a better quality of life for the local community.

Objectives:

- To promote the economic, social, health and environmental well being of the Community within each Partnership area;
  - To provide an opportunity for local people to influence local decision making;
  - To encourage openness and transparency amongst statutory agencies and provide an opportunity for local people to influence the priorities and services of these agencies;
  - To improve community leadership for the benefit of the whole area;
  - To improve democratic participation by local people;
  - To develop area plans to benefit the local community and Torbay as a whole.
- 1.2 The Localism Bill encourages local communities to set up a Neighbourhood Forum to lead the preparation of a Neighbourhood Plan. It has been agreed by the Community Partnerships and Torbay Council that three Neighbourhood Plans will be prepared – one for each of Brixham, Paignton and Torquay. Once agreed, each Neighbourhood Plan will form part of the Development Plan for Torbay and will be a key factor in making development decisions.
- 1.3 In October 2011, representatives and Councillors from all five Community Partnerships in Paignton agreed to establish the Neighbourhood Forum for Paignton.

### 2.0 Roles & Responsibilities

- 2.1 The Neighbourhood Forum (the Forum) will lead preparation of the Neighbourhood Plan (the Plan), and monitor implementation after Adoption, in accordance with the "Guidance on Neighbourhood Planning in Torbay" published by the Council in September 2011, and any amendment notified to the Forum.
- 2.2 The Community Partnership volunteer representatives will ensure that their respective Partnerships are kept informed and involved in the preparation of the Plan and monitoring of the Plan after Adoption.
- 2.3 The elected Council representatives will ensure that the views of the Forum are taken fully into account when the Plan is considered by the Council.
- 2.4 The employed officers of the Council will maintain the Forum contact details and all Plan information in accordance with Data Protection, Freedom of Information, and Environmental Information requirements.
- 2.5 The Council as the Local Planning Authority will ensure that the work of the Forum in relation to all mapping information falls within the scope of the License held by the Council from the Ordnance Survey
- 2.6 The Forum will appoint from the non-council membership of the Forum a Chairperson, Vice Chairperson, Secretary, and Treasurer who will have the following roles and responsibilities respectively:

The Chairperson and Vice Chairperson will:

- co-ordinate the arrangements for meetings of the Forum and ensure that the meetings are conducted efficiently, fairly and harmoniously;
- represent the Forum at meetings and events as and when necessary;

The Secretary will:

- prepare and issue agendas, notes, minutes and reports for the Forum meetings;
- notify the Forum membership details to the Council's Community Partnerships Officer;
- report to the Forum on all related administrative matters in conjunction with the officers of the Council.

The Treasurer will:

- maintain and report on the financial accounts and insurance requirements of the Forum in conjunction with the Council's Community Partnership Office;
- report to each meeting of the Forum the finance held by, or on behalf of, the Forum and funds uncommitted and available for use by the Forum.

2.7 The Chairperson, Vice Chairperson, Secretary and Treasurer shall each remain in their respective appointments until such time as the Neighbourhood Plan is submitted to Torbay Council for Adoption, or for such shorter period as the appointment holder or Forum may decide.

2.8 The Chairperson, Vice Chairperson and Secretary, in consultation with the Council's Leading Member for Planning, will act as a Steering Group with authority to act on behalf of the Forum where there is urgency to make a decision before the next meeting of the Forum is due to take place.

### **3.0 Membership and Voting Rights**

3.1 The Forum membership will be the Chairperson, Vice Chairperson and Ward Councillors from each of the five Community Partnerships that comprise the area of the Paignton Neighbourhood Plan, plus such other persons living, working, or representing a local organisation, within the boundary of the Plan area as the Forum may decide from time to time to co-opt.

3.2 All members of the Forum will have equal voting rights.

3.3 To maintain the principle of a community led approach, no decision by the Forum will be made if fewer than five non-council members of the Forum are present.

### **4.0 Conflict Resolution within the Forum**

4.1 At all times, the Forum will recognise the primary need to encourage community involvement in, and support for, the Neighbourhood Plan. The Forum will also give primacy to the Core Strategy prepared by the Council, unless it is found in the course of preparing the Plan there is doubt any policy or proposal in the Core Strategy is credible, justifiable or achievable.

4.2 If it proves not possible for the Forum to reach agreement during any stage of preparing the Plan, every effort shall be made by the membership of the Forum to resolve the difference by negotiation. Where this does not resolve the situation, the Forum will ensure that the alternative view is included in the relevant stage of community engagement, and the Forum will adopt the position of the majority response from the community arising from that stage.

### **5.0 Frequency of Meetings**

5.1 The Forum normally will meet monthly, or at such frequency necessary to ensure preparation of the Plan is progressed in accordance with the Project Plan approved by the Forum.

*(Adopted 10 November 2011)*

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