

Caterham, Chaldon and Whyteleafe Neighbourhood Plan Implementation Group

Constitution and Terms of Reference

Approved June 2024

For review June 2025

The Neighbourhood Plan was produced by and for local people and has been passed by referendum. It aims to give us a greater say in planning a sustainable future for our own area. Once formally adopted by Tandridge District Council in June 2021, it became a statutory part of the Local Development Plan. The objectives and policies of the Neighbourhood Plan is now given legal weight in planning decisions by the District Council and the Government Planning Inspectorate. The share of Community Infrastructure Levy received by each of the participating Parish/Village Councils also increases from 15% to 25% under the Neighbourhood Plan. The sponsors are Caterham on the Hill Parish Council, Caterham Valley Parish Council, Chaldon Village Council and Whyteleafe Village Council.

The Neighbourhood Plan was delivered by a Steering Group delegated to produce it under the supervision of the constituent Councils. Caterham on the Hill Parish Council has the administrative role being the largest Parish. Working groups were set up for each topic. The same model is to be used for an Implementation Group to take the adopted Neighbourhood Plan forward in a consistent and effective manner across the four Parish/Village Councils. The sponsoring Councils remain the principals in matters affecting their own Parish. The Implementation Group provides a forum for them to share experience and work proactively together on matters of common interest.

The Implementation Group is constituted as a Joint Committee set up by the four Parish/Village Councils, as provided for in the Local Government Act, 1972 s101(5). The Joint Committee shall operate under the following Terms of Reference: -

1. Name: CCWNP Implementation Group

2. Scope:

The Joint Committee shall be responsible for working under the supervision of the Parish/Village Councils to implement the objectives and policies set out in the adopted Neighbourhood Plan. They cover residential development, design and heritage, employment and business, countryside and environment, leisure and culture, health and education, transport, and infrastructure and utilities.

3. Membership:

Members are appointed under the following terms of office:

a): Caterham on the Hill Parish Council shall nominate three elected Councillors to serve as their representatives on the Joint Committee; Caterham Valley Parish Council two elected Councillors, Chaldon Village Council one elected Councillor and Whyteleafe Village Council two elected Councillors. This reflects the respective Parish populations and financial contributions as per 5 a) below.

b): taking in any suggestions from their Parish/Village Councils, the nominated Councillors may co-opt volunteers to join the Committee to work on specific projects or topic groups. Co-opted members should bring relevant expertise to the Committee. They may include other local Councillors if appropriate but only the ex officio nominated representatives shall determine decisions and have a vote on proceedings.

c): the sponsoring Councils shall reaffirm their nominated Councillors to the Joint Committee at the commencement of each financial year. Councils may nominate replacement representatives at any time should the need arise.

d): committee membership as a nominated Councillor is subject to remaining member of the respective Parish/Village Council.

e): co-opted members shall serve for a term appropriate to the progress of their projects or working groups, to be determined by the nominated Councillors.

f): a Chair and Deputy Chair shall be appointed by the nominated Councillors from among their number at the inaugural Committee meeting and thereafter at the commencement of each financial year. Both posts shall be appointed in annual rotation amongst the Parish/Village Councils.

g): majority voting by the nominated members shall apply, the Chair (or if absent the Deputy Chair) having a second casting vote in the event of a tie.

h): the Joint Committee shall appoint a part time Clerk to administer its proceedings, meetings and responsibilities and a Projects and Clerical Support Officer.

4. Administration:

Caterham on the Hill Parish Council shall be responsible for administration of the Joint Committee on behalf of the sponsoring Councils, responsible for governance and for undertaking the following functions:

a): legal liabilities

b): budgeting

c): employment of the Committee Clerk and Projects and Clerical Support Officer

d): payment for goods and services. Any consultancy services shall be on an ad hoc basis to advise on particular cases or topics, if required to enable the Joint Committee to fulfil its functions.

e): financial accountability

f): contracts, insurances and other matters

5. Finance:

a): the Joint Committee shall be financed by contributions from the constituent Parish/Village Councils, as provided for in the Local Government Act, 1972 s103. They shall each contribute in direct proportion to the number of persons on their electoral register.

b): by the end of September each year the Joint Committee shall prepare for consideration by the four Parish/Village Councils a proposed budget and supporting work plan for the following financial year. The Caterham Hill Parish Council Responsible Financial Officer will monitor expenditure and income against budget and provide quarterly reports to the Committee.

c): following a unanimous 'yes' vote by all the Parish and Village Councils in respect of the Joint Committee's proposed budget, the Clerk shall invoice the sponsoring Councils annually for their contribution. Funds shall be held by the administering Parish Council for the sole use of the Joint Committee.

d): the financial records of the Joint Committee shall form part of the annual accounts of the administering Parish Council, to be examined by its auditor. A copy of the audited Joint Committee accounts shall be sent to the four sponsoring Councils.

e): A monthly financial report of expenditure will be sent to each of the four parish/village councils in time for each of their formal monthly meetings.

6. Regulation:

a): the Joint Committee shall operate in compliance with the regulations and procedures that govern Committees of the sponsoring Councils. If in doubt the model standing orders of the National Association of Local Councils shall be followed.

b): all members of the Joint Committee shall conduct themselves according to the principles set out for members of the sponsoring Councils. If in doubt the Councillor Code of Conduct issued by Tandridge District Council shall be followed.

c): the Joint Committee cannot appoint a sub-committee but may appoint an advisory or working group.

7. Meetings:

a): meetings must have at least four nominated members including the Chair or Deputy Chair present and voting in order to be quorate.

b): meetings shall be held in public and be publicised by the constituent Councils and on the CCWNP website with 3 clear days notice.

8. Reporting:

a): the Clerk shall produce minutes of each Joint Committee meeting and circulate them to the Parish/Village Councils.

b): the Chair and Deputy Chair shall provide the Parish/Village Councils with a quarterly progress report summarising the projects and activities that have been undertaken and those envisaged for the following quarter.

9. Prior approval:

The Joint Committee shall ensure that the following matters are submitted to the sponsoring Councils for prior approval:

- a): the annual budget or any increase to it.
- b): any proposed changes to Neighbourhood Plan policies or text.
- c): any formal planning documents the Joint Committee has initiated or contributed to.
- d): any proposed changes to the Joint Committee's Terms of Reference or an intention to dissolve it.
- e): any matter that a sponsoring Council indicates that it wishes to consider separately

10. Resolution:

If there is no unanimous agreement on a matter requiring prior approval by the sponsoring Councils, then it shall be referred to the four Parish/Village Council Chairs for resolution, if necessary by a majority vote.

11. Termination:

If a sponsoring Council wishes to cease its participation in the Joint Committee it shall give a one-month prior written notice and shall not be liable for any additional costs or obligations incurred following its withdrawal.

12. Delegated Tasks:

In putting the Neighbourhood Plan into effect, the Joint Committee is delegated by the sponsoring Councils to:

- a): approve expenditure against its annual budget and work plan, to be drawn down from the administering Parish when required.
- b): act as a unifying body to promote the wider social, environmental and economic sustainability of the Neighbourhood Plan area.
- c): promote public participation in the Neighbourhood Plan through publicity, exhibitions, the CCWNP website etc.
- d): work with statutory, voluntary and other organisations, businesses and individuals as appropriate.
- e): act as coordinator and advisor to the Parish/Village Councils, making recommendations to them in matters of common interest.

f): ensure that the Parish/Village Councils are advised of any public consultations at District, County or national level that they may wish to respond to.

g): initiate projects, research topics and make representations to outside bodies in consultation with the Parish/Village Councils. Representations shall be supportive of but separate from any made by the sponsoring Councils, for example in their role as statutory consultees on planning applications.

h): respond to any topics referred to it by Parish/Village Councils for research and recommendations.

i): refer to the Parish/Village Councils any matters that the Joint Committee considers require their attention for discussion and action.

j): help implement the planning role of the Neighbourhood Plan as summarised below.

k): encouraging inward investment into the neighbourhood plan area, particularly regarding levelling up, high-tech job creation, environmental enhancement, and strategic future proofing of the joint neighbourhood plan area.

13. Planning role:

Neighbourhood Plans are required to address planning and land use issues. Development planning and its consequences for social, economic and environmental infrastructure (positive and negative) are generally the single largest issue affecting our residents. The Joint Committee will make representations on behalf of the 4 Parish/Village Council, ensuring it has their agreement to do so and that these representations are aligned with the strategic objectives and implementation wishes of the four Parish/Village Councils. The Joint Committee shall therefore support Parish/Village Councils in engaging with the District and County Councils to improve planning policy, practice, communication and decision making across our area by:

a): submitting non-statutory responses to complex or sensitive planning applications affecting the Neighbourhood Plan area, drawing together the views of the local community, Parish/Village Councils and wider interests.

b): promoting a strategic approach to development planning across the Neighbourhood Plan area, including cumulative effects.

c): monitoring the effectiveness of Neighbourhood Plan policies and the extent to which they have been adhered to in planning decisions. This requires a framework of targets, indicators, data and reporting to be developed with the District Council.

d): seeking stronger, more effective planning policies to improve the sustainability of our area. The policies of the adopted Neighbourhood Plan were required by the Planning Inspectorate to complement those of the existing Tandridge Local Plan (2008/2014 policies). A new Local Plan is currently at Public Enquiry (2022) and offers the opportunity to enhance District planning policies. The Neighbourhood Plan will then need to be updated and made consistent with them.

e): enhancing the framework of evidence-based documents used by the District Council in support of its planning policies and decisions (eg Supplementary Planning Documents).

f): improving the quality of development via early proactive neighbourhood engagement in the design process at the pre-application stage, as set out in the National Planning Policy Framework.

g): encouraging a joined-up approach between the statutory agencies in designing for critical infrastructure priorities, such as the flood resilience and highways implications of development.

h): considering the implications for the Neighbourhood Plan area of changes to legislation and designation, responding to public consultations where appropriate.

i): monitoring and reporting back on developer infrastructure contributions within the Neighbourhood Plan area and what they have been spent on.