

TLD Parish Plan Task & Finish Group Terms of Reference

Adopted: 13/08/2024

Minutes: 2425/142(f)

T&FG Adopted: 24/10/23 Minutes: 2324/63

Appointed by	Full Council
Chairman of Group	Appointed at the first new Group Meeting. (The Chairman of the Council or the previous Committee Chair will Chair for this first item of business).
Link Councillor for Group	Appointed at the first new Group Meeting.
Number of Members	Minimum of 3 members to include a representative from the Parish Council
Membership Renewed	Annually
Minimum number of meetings	4
Delegated authority for decisions	No
Delegated authority for own budget	No
Can appoint Sub-Committee	No

Purpose

The Thornton Le Dale Parish Plan Task & Finish Group is an important body that will play a key role in shaping the future of the Parish. The Groups work will be challenging, but it is also an opportunity to make a real difference to the community.

The purpose of the Task & Finish Group is to develop a new Parish Plan for the villages of Thornton le Dale and Dalby. The parish plan will be a document which sets out the vision and priorities of the community for the next 5-10 years. It will be used to guide the work of the Parish Council and other local organisations, and to inform funding bids and other initiatives.

Aim

Our aim is to encourage residents to set out their vision of how they see their community developing over the coming years and ways of achieving positive change. A New Parish Plan aims to highlight important issues to the community and give the Parish Council a road map with which to follow.

Thornton le Dale Parish Council recognises, it is residents who know best what is needed locally; what services our community values & why, and who in our community is not getting their fair share of support or not having their voice heard. The Parish Plan gives everybody a chance to say what they think about the social, economic and environmental issues affecting their community, and how they'd like to see it improved in the future. It is important that as much of the community as possible is involved in producing the Parish Plan, not just those who usually come along to Parish Council meetings.

Key responsibility

- Undertaking a consultation process to gather the views and priorities of the community.
- To develop a framework and relevant work streams
- To build a themed and formatted questionnaire.
- To consider distribution, advertisement and focussed engagement.
- To liaise and engage with relevant stakeholders
- To organise and hold open public meetings / consultation
- To analyse the results of the questionnaire and consultation process
- To develop a draft Parish Plan
- To consult on the draft Parish Plan with the community and making any necessary amendments
- To Finalise the Parish Plan and submitting it to the Parish Council for endorsement.
- To make any relevant recommendations to the Parish Council

Additional Requirements

In addition to the above requirements, the Working Group will be responsible for the following:

- Ensuring the parish plan is aligned with the best practice principles of the Countryside Agency Guidance for Parish Plans, which remains relevant and appropriate.
- Ensuring the parish plan is evidence-based and takes into account the relevant needs of all members of the community.
- Ensuring that the parish plan is realistic and achievable.
- Ensuring consideration is given to broader documents; NYC combined development plans and the NYMNP Design Code & Planning Framework.
- Ensuring all consultation methods are utilised; Paper, Electronic & Open Meeting.

Expected Content of the Parish Plan

The parish plan is expected to cover the following area, though additional areas may be added as required.

- Amenities and Facilities
 - Village Pond
 - Village Green
 - Allotments
 - Cemetery
 - Play parks
 - Youth Provision
 - Sporting clubs
 - Toilets
- Environmental
 - Waste facilities
 - Dog bins
 - Street cleaning
 - Salt Bins
 - Benches
 - Tree Survey
 - Parish Clock Survey
- Traffic
 - Traffic control provisions
 - Parking facilities
 - Transport Links
- Communication
- Crime and Policing
- Housing and Holiday Lets

Timescale

The Working Group will aim to complete its work within 12 months of its establishment.

Meetings

The Working Group will meet at least once every two months, or more often as required. Meetings are not intended to be open to the public, but minutes will be taken of the meeting. The Task & Finish Group will appoint a chair for the meetings.

Reporting

The Working Group will report to the Parish Council on its progress at each Parish Council meeting. A regular Agenda Item will be available for update / consideration. The Parish Council will appoint a delegated councillor to attend the Parish Plan meetings and act as a liaison with the Parish Council.

Expenses

The Working Group will be allocated a budget to cover its expenses, such as the cost of hiring meeting rooms, necessary consultants or conducting surveys and any publications.

Decision-making

The Working Group will make decisions by consensus. If a consensus cannot be reached, the matter will be referred to the Parish Council for a decision.

Changes to the Terms of Reference

The Working Group can propose changes to the Terms of Reference, the Parish Council will agree these at a Parish Council meeting if required. The terms of reference will be reviewed every six months.

Dissolution

The Working Group will be dissolved once it has completed its work.