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Corsham Neighbourhood Plan Delivery and Monitoring Group
Terms of Reference

1. Background

Corsham Town Council has established a Delivery and Monitoring Group to ensure that the policies within the Corsham Neighbourhood Plan are effective in delivering the Corsham community's aspirations and safeguarding those aspects which are most valued.

2. Purpose of the Delivery and Monitoring Group

The purpose of the Delivery and Monitoring Group is to review and evaluate the effectiveness of policies and consider whether the Plan is delivering sustainable development. It will explore and pursue the specific opportunities contained in the Neighbourhood Plan. It will carry out regular reviews of the Neighbourhood Plan. Any change to the Delivery and Monitoring Group's terms of reference shall require Town Council approval.

3. Tasks

3.1 The Delivery and Monitoring Group will:

- advise the Town Council on whether the Neighbourhood Plan objectives are being met and the policies are being adhered to.
- establish whether each policy is working, whether it is delivering the underlying objectives, and what the significant effects of this are.
- produce a delivery plan which will itemise each policy and objective, and provide details of the targets, performance indicators and delivery status.
- produce an annual report on achievements, benefits, risks and failures.
- regularly report back to the Town Council on progress, issues arising and outcomes from the exercise.
- actively promote opportunities within the Neighbourhood Plan which will benefit the town.
- work with Wiltshire Council, developers and other relevant parties to help secure infrastructure requirements and aspirations.
- Carry out regular reviews of the Neighbourhood Plan.

4. Membership of the Delivery and Monitoring Group

- 4.1 The Delivery and Monitoring Group will comprise of four to six Corsham Town Councillors, up to three Wiltshire Councillors and approximately six members from the local community. Non-voting advisory officers shall be the Chief Executive or any member of staff delegated by him, and any planning, other consultants or experts co-opted or engaged by the Group (with the approval of Corsham Town Council).
- 4.2 Members of the Delivery and Monitoring Group shall agree to be bound by the Seven Principles of Public Life ("The Nolan Principles") which are: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership (see appendix 1 for definitions). Corsham Town Councillors elected to the Group shall also agree to abide by the Town Council's Code of Conduct.
- 4.3 Membership of the Group shall be reviewed and amended or confirmed by the Town Council at least every 12 months.
- 4.4 Any person who wishes to become a member of the Delivery and Monitoring Group shall apply to the Group with a brief summary of their skills and/or interest in the subject. Provided the Group supports the application, it will be forwarded to the Full Council for approval at the next review.

5. Roles

- 5.1 The Chair of the Delivery and Monitoring Group shall be elected by the Full Council at its Annual Council Meeting.
- 5.2 At the first meeting, the Group shall elect a Vice Chair.
- 5.3 Wherever possible all other members should have a specific role, to be agreed by the Delivery and Monitoring Group.

6. Meetings

- 6.1 The Chief Executive shall ensure that appropriate clerking arrangements are in place for Group meetings and that agendas, papers and Minutes are properly prepared, distributed and publicised (including to members of the Town Council).
- 6.2 The Delivery and Monitoring Group shall meet at least three times each year, or as may be required. Meetings will be held in public and open to the public to observe proceedings. All meetings shall include the opportunity for public participation.
- 6.3 At least three clear days' notice of meetings shall be sent to members via the communications method agreed with, and appropriate to, each individual member.

- 6.4 The Group will be quorate when four members are present. If fewer than four members are present the meeting shall stand adjourned.
- 6.5 If the Chair is not present, the Vice Chair shall take the meeting. If neither is present, members shall elect a Chair for the meeting from amongst their number.
- 6.6 If a member of the Delivery and Monitoring Group fails to attend three consecutive meetings without sending prior apologies, the member will be deemed to have resigned from the Group unless otherwise agreed by the Group. This provision does not prevent any member resigning from the Group by providing the Chair written notice of their resignation.
- 6.7 Wherever possible, notices of meetings shall detail the matters to be discussed.
- 6.8 A record of the meetings will be kept and notes circulated to Group members and the Town Council in timely fashion. The latter will publicise the notes via their usual method.

7. Finance

- 7.1 The Group's work will be funded by Corsham Town Council and through any additional grants or funds raised.
- 7.2 Receipts and payments will be administered through the Town Council's bank account, with a budget prepared by the Group and included in the Town Council's accounts.
- 7.3 The Groups accounts will be audited as part of the Town Council's internal and external audit procedures.
- 7.4 The Chief Executive will keep the Town Council's Finance and Administration Committee informed of ongoing budgetary requirements of the Group.
- 7.5 The Neighbourhood Plan budget is delegated to the Chief Executive who may approve expenditure.
- 7.6 Orders for goods and services, and contracts issued for work on the Corsham Neighbourhood Plan must comply with Corsham Town Council's Financial Regulations. The Chief Executive or another officer appointed by the Town Council for this purpose shall be responsible for placing such orders and issuing calls for tender for any contracts.

August 2023

Next review date: August 2024