



The Bosworth Vision Planning Group

Terms of Reference

NAME

1. The 'Bosworth Vision Planning Group' (BVPG) is the name of the working group for the Market Bosworth Neighbourhood Development Plan (NDP)

PURPOSE AND AIMS

2. To further the social, economic and environmental well being of the community by supporting Market Bosworth Parish Council with ongoing implementation of the Neighbourhood Development Plan made in 2015.
3. The group will specifically function to fulfil the requirements of monitoring, evaluating and updating the made Plan as required to ensure the Neighbourhood Development Plan is closely aligned with the latest Local Plan timeframe.
4. The final draft Plan will be submitted for adoption agreement by Market Bosworth Parish Council and adoption by Hinckley & Bosworth Borough Council as defined by the Localism Act.
5. The BVPG is a working group of the Parish Council reporting to the Market Bosworth Parish Council.
6. Market Bosworth Parish Council was an early adopter of the government's Localism Act aimed at transferring some planning powers to the community. At the heart of this process is the bringing together of the different stakeholders in Market Bosworth and identifying and developing their ideas, needs and aspirations, and working them up into feasible development options. The BVPG will embrace this community led approach.
7. The BVPG does not purport to represent all the views of the community but is a working group to collect information, identify development issues and objectives and to define feasible options for consideration so that, as far as possible the wider community is enabled to make an informed choice.

NEIGHBOURHOOD DEVELOPMENT PLAN

8. The BVPG will set out policies for the development and use of land within the Area¹. As provided through the Localism Act, it will be subject to extensive consultation and examination, including a referendum within the Area if necessary.
9. The NDP will include specific policies for identified parts of the Area and could include conservation policies. In respect of the Conservation Area, conservation policies will be agreed with the Borough Council Conservation Officer.

¹ The term 'Area' in respect of this constitution references the Market Bosworth Neighbourhood Development Plan (NDP) Area

10. The NDP will aim to be in conformity with:

- The Local Plan 2023-2039 and have due regard to Conservation Area Appraisals as produced by the Local Planning Authority to ensure that all development is sympathetic to the character of the Area
- Identify locations within the NDP area for housing including affordable housing, retail, business, tourism, education and other community use
- Express aspirations for the future development of traffic and transport serving or passing through the Area
- Encourage walking and cycling within the designated Area as a preferred means of transport
- Provide for the preservation and improvement of public open spaces
- Nominate Assets of Community Value for listing by Hinckley & Bosworth Borough Council
- Set a framework for the retail and business improvement of the Area
- Guide the Planning and Highway Authorities towards improvements in the public realm
- Set design standards for future development
- Pay due attention to sustainability and carbon reduction
- Pay due attention to the surface and underground water environment, flood and pollution risks and soil stability

GENERAL POLICIES AND PRINCIPLES

11. The BVPG will embrace the General Policies and Principles of the Parish Council in respect of:

- Taking the distinctive character and heritage of Market Bosworth into account in all its actions and will aim to ensure that all development in the Area preserves or enhances this character
- Promoting Market Bosworth as a vibrant business and visitor centre and residential community
- Aspiring to maximise social benefit, community links, services for young people, crime reduction and support for elderly and vulnerable members of the community
- Respecting all differences including gender, age, ethnicity, religion, sexual orientation, disability and income
- Encouraging all interested residents and all representative groupings of residents or businesses in the Area to engage with the BVPG and to work alongside the group to further their joint objectives

AREA OF OPERATION

12. The Market Bosworth NDP Area shall remain as the Parish boundary and embrace any boundary changes made during the lifetime of the Plan.

13. A designated Area map within the Neighbourhood Plan illustrates the current boundaries of the NDP.

14. All activities of the BVPG will relate to land within or policies which apply to the NDP designated Area as defined on the map.

OPERATING CONDITIONS

15. The BVPG is open to all residents living in or whose place of work is in the NDP Area. A minimum of ten members are required to form the group including at least two representatives from the Parish Council. At least two members of the Parish Council shall attend all formal meetings of the group. The group will publish the names of all members of the group.

16. The Parish Council will be responsible for ensuring that membership of the group reflects a broad representation from those who live and work within the community of the NDP Area.
17. All members of the BVPG must declare any interest in or the likelihood of financial gain from an interest in any proposal relevant to the Plan.
18. The group will meet on a regular basis through the period of the Plan and use reasonable endeavours to reach consensus within the group.
19. The BVPG will:
 - Generate a clear vision for the future that reflects the needs and wishes of the community
 - Reflect the wider community support and choices for the Plan
 - Create and follow a programme that builds on work already undertaken
 - Seek advice and guidance, when necessary, from the Local Planning Authority and from other advisory bodies to develop a Neighbourhood Development Plan that is based on clear evidence, objectives and options.
 - Submit proposals to the Parish Council for approval before undertaking any activities that involve:
 - Any financial cost
 - Public or stakeholder meetings
 - Engagement of external consultants
 - Making any decisions other than in respect of the group's own organisational and operational decisions
 - Produce a Plan that is reasonable, meets the needs of the community and is deliverable

COMPOSITION AND MEETINGS OF THE BVPG

20. The BVPG will elect officers from within its membership; these will include a Chairperson, Vice Chairperson and Secretary.
21. The Chair of the BVPG shall:
 - Call and chair regular meetings of the BVPG (for which a quorum will be one half of its members).
 - Act on behalf of the BVPG and represent it both to the Parish Council and externally
 - Have the power to take decisions on urgent matters relating to the operation of the group between meetings of the BVPG
 - Interpret the Terms of Reference. The Chair's interpretation may be overturned by two-thirds of those present at the Group Meetings
22. The Vice Chair of the BVPG shall:
 - Work closely with other elected officers on the activities of the group
 - Act as deputy in all areas identified for the role of Chair
23. The Secretary shall:
 - Be responsible for organising meetings, maintaining the Notes of Meetings and Terms of Reference of the Bosworth Vision Planning Group, and making the Notes available to Members
 - Be responsible for submitting the meeting Notes to the Clerk of the Parish Council in a timely manner
 - Liaise with the Parish Council on matters of constitution or other matters that might require specific Parish Council agreements or consent

24. The Chairperson and Secretary will be responsible for dealing with all communications within the group and with third parties such as the County and Borough Councils, residents, traders and other local groups, developers and companies for the furtherance of production of an updated Neighbourhood Plan. They may delegate such matters to specific group members as they deem fit.
25. Any proposed amendment to the Terms of Reference needs a majority of the group agreeing to such change and must be referred to the Parish Council for approval.
26. The Chairperson will have a casting vote on matters relating to elections and resolutions. All voting procedure will be by a show of hands with the vote carried by majority.
27. In the event the Chairperson is absent from a group meeting, the Vice Chair will chair the meeting. In the event the Vice Chair is also absent from a group meeting, those present will elect a temporary Chairperson from those present.
28. Subgroups or individuals may be appointed by the group to carry out specific tasks, to consider policies and to advise the group as a whole. Such bodies may be appointed from within or outside the membership of the group but will be responsible to the group.

FINANCE

29. It will be necessary to account for all funds that may be forthcoming from the LPA or other sources in respect of the NDP process. A record of all financial transactions must be accounted for and recorded in the Secretary's Notes. Requests for payments will need to be endorsed by two nominated group members as decided by the BVPG and submitted to the Parish Council for approval.
30. In the event of a wind up of the group, any monies or assets held by the Parish Council on behalf of the group will be distributed to local community-based organisations.

REMOVAL OF MEMBER FROM THE BVPG

31. If a member of the BVPG acts in a way that the group determines is prejudicial to the best interests of the group, then the group may remove the member from BVPG membership.

AFFILIATIONS, OPERATIONS AND INDEPENDENCE

32. The BVPG shall not be affiliated to any political party or organisation other than the Parish Council.
33. All members of the BVPG shall act in the best interests of the group and the residents of the Area.
34. The BVPG shall act in accordance with best practice in respect of neighbourhood planning monitoring, evaluation and modification, and in accordance with Government and Locality guidance for such work and shall seek to work collaboratively with the Local Planning Authority to achieve this.

These Terms of Reference were approved by Market Bosworth Parish Council at its meeting on 7 September 2021, Minute item 7b.