

NDP Conduct and Process

Turvey Parish Council 24/09/2020

Having had many discussions with worried Parishioners, I feel, the Parish Council must discuss and address the issues they have raised.

To ensure the council members, show a united understanding of the concerns raised, I hereby propose we discuss the points raised and look to solidify our stance by proceeding;

- To have a vote of confidence in the NDP committees' process and conduct
- To have a vote of confidence in Cllr Jenkins as Chair of the NDP.

By doing so the council will either accept that the process has been followed as the terms laid out or that there are questions to be answered and such further measures to rectify the situation.

Reference should be made to the Turvey NDP terms of reference, agreed with Turvey Parish Council at the start of this process, July 2017 (appendix 1). I ask you all to read and understand Appendix 1 before the meeting on Thursday, 24th September 2020.

For discussion.

Communication

Clarity of T11
Leaflet/Newsletters
Face-to-face/direct communications
Direct emails

Finance

Spending of funds

Membership

Parish Councillors

Decision making process

Quorate meetings

Limited Disclosure

Declaration of Interests
Final submission document
Dereliction of duties

Appendix 1.

Turvey Neighbourhood Plan

**Steering Group Terms of
Reference**

July 2017

Purpose/role of group:

1. The Steering Group has been delegated by Turvey Parish Council the task of leading the development of the Turvey Neighbourhood Plan. The scope of the Plan will include policies to provide for the allocation of development sites and/or designation of Local Green Spaces by the Parish Council.
2. The main purpose of the Steering Group is to oversee the preparation of the Neighbourhood Plan for Turvey in order that this will progress to Independent Examination and a successful community referendum and ultimately be adopted by Bedford Borough Council to become planning policy.
3. The Steering Group will engage the local community to ensure that the Plan is truly representative of the ambitions of Turvey. The Group will maximise support for the approach taken in the Neighbourhood Plan by ensuring high levels of community engagement throughout the plan-making process.

Principles

4. The Steering Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community
5. All decisions made shall be fully evidenced and supported through consultation with the local community.

Roles and Responsibilities

6. In order to achieve this, the Steering Group will carry out the following roles;
 - i) be accountable to Turvey Parish Council for steering and providing strategic management of the Neighbourhood Plan for Turvey; ii) produce, monitor and update a project timetable;
 - iii) regularly report back to the Parish Council for endorsement of decisions taken;
 - iv) undertake analysis and evidence gathering to support the plan production process;
 - v) actively support and promote the preparation of the Turvey Neighbourhood Plan throughout the duration of the project; vi) identify sources of funding;
 - vii) liaise with relevant authorities and organisations to make the plan as effective as possible;
 - viii) gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of all residents are understood;
 - ix) consult as widely and thoroughly as is possible to ensure that the draft and final plan is representative of the views of residents;
 - x) agree, subject to ratification by the Parish Council, a final submission version of the Turvey Neighbourhood Plan;

Membership

7. The Steering Group will be made up of a cross-section of volunteers from the community, including Parish Councillors. Effort will be made to seek representation from under-represented sections of the community.
8. Membership of the Steering Group will be open to the public indefinitely and the co-option of new members subject to endorsement by the Parish Council.

Meetings

9. Steering Group meetings will take place at least every 2 months.
10. All meetings will be held within the Parish. The dates of future meetings will be made publicly available via the Parish Council website.
11. The Steering Group will elect a Chair and Treasurer from its membership and make appropriate arrangements for secretarial support. If these positions should become vacant, the Group will elect an alternate.
12. A record shall be kept of meetings and notes will be circulated to Steering Group members and the Parish Council in a timely fashion. Minutes shall be made publicly available on the Parish Council website.
13. At least 14 clear days' notice of meetings shall be sent to members via email (or an alternative agreed communication method).
14. Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required each member shall have one vote. A minimum of 6 members shall be present where matters are presented for decisions to be taken. A simple majority vote will be required to support any motion. The Chairman shall have one casting vote.

Working Groups

15. The Steering Group may establish working groups, made up of volunteers from the community to aid them in any Neighbourhood Plan related work.
16. Each working group should have a lead person from the Steering Group.
17. Members of the community will be encouraged to participate in the process at all stages.

Finance

18. All grants and funding will be applied for by the Steering Group Treasurer, at the direction of the Chair and held by the Parish Council, who will ring-fence the funds for Neighbourhood Development Plan work.
19. The Steering Group will notify the Parish Council, advising them of any planned expenditure before it is incurred.
20. Steering Group members and volunteers from any working groups may claim back any previously agreed expenditure incurred during any Neighbourhood Plan related work.

Conduct

21. It is expected that all Steering Group members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.
22. Whilst Members as individuals will be accountable to their parent organizations, the Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.
23. The Steering Group will achieve this through applying the following principles:
 - i) Be clear and open when their individual roles or interests are in conflict;
 - ii) Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief; and
 - iii) Actively promote equality of access and opportunity.

Changes to the Terms of Reference

24. This constitution may be amended with the support of at least two-thirds of the current membership at a Steering Group Meeting and with the approval of the Parish Council.

Dissolution

25. The Steering Group will be dissolved once its objectives have been attained and/or when at least two-thirds of its members and the Parish Council, consider its services are no longer required.
26. The Steering Group will then dispose of any remaining funds held in accordance with any conditions imposed by the grant funders and in the best interests of Turvey Parish.

Appendix 2

DID YOU KNOW?

Turvey Neighbourhood Plan
final sites for development has been
submitted to Bedford Borough Council
for consideration & approval?

NO I DIDNT THINK YOU DID!

If you don't want to see/or have an option about
the proposed 25 house development on
Newton Road and Carlton Road

*Then visit the web site over leaf and make your
views know before **24 August 2020.***

No residential parking on Carlton Road
(so where do the residents park)?
the village loop? May Road? by the church?
making it difficult for:

customers/deliveries/visitors to the:
Corner Stores! Butchers! Pub! Church!
resulting in no business!

no Shop! no Pub! no Church! no Butchers!

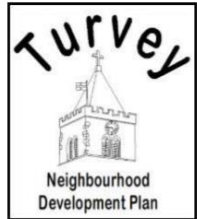
looking great so far!!!!

Carlton Road site not ring fenced - so could be bigger
in the future! not connected to the village

Have Your Say Save Your Village

Appendix 3

Newsletter Issue 6



PROTECT OUR VILLAGE - SUPPORT THE NEIGHBOURHOOD PLAN

Latest News

- We are pleased to report that the plan has now been formally submitted to Bedford Borough Council for examination. Our responses to comments made to our last consultation on the plan, and the changes we have made to the plan as a result, are reported in the Consultation Statement (see 'Submission Documents' page of our website).
- At the end of July the Borough Council notified all residents about **their consultation process, which ends on 24th August at 5.00pm.**
- Comments submitted to the Borough Council's consultation will be passed to an independent person appointed to examine the Neighbourhood Plan. If the plan is found to be satisfactory, a referendum will be arranged for Turvey residents. If more than 50% of those voting in the referendum vote 'yes', then the plan comes into force.
- National regulations introduced in response to coronavirus mean that no elections or referendums can take place until 6 May 2021. This includes neighbourhood planning referendums. These provisions will be kept under review and may be changed.

Recent events

- Many of us have received an anonymous leaflet claiming that the Turvey Neighbourhood Plan would result in the removal of parking on Carlton Road, in turn resulting in the loss of the church, pub and Corner Stores.
- **This claim is completely false.** The Neighbourhood Plan Transport Policy T11 makes specific requirements to ensure on-road parking capacity within the village is not lost as a result of development, as follows:

"New development must have no significant adverse impact on traffic safety, road and on-road parking capacity, in particular on the following identified congestion points:

Bridge Street

High Street

Bedford Road (Station End)

Carlton Road

Newton Lane

Junctions with the A428

Development must include sufficient off-road parking to support the size and type of properties”.

- The Carlton Road development will include eight public parking spaces, resulting in more, not less parking provision in Turvey.
- The flyer also claims that the Carlton Road site for new houses is not ringfenced, so could be bigger in the future. **This is also not true** – the site is strictly bounded by the Settlement Policy Area, which prevents development outside this line. This can only be altered in future by another Neighbourhood Plan, which would have to go through the same detailed consultation process as this one.

Neighbourhood Plans are designed to give local people more say about how development takes place in their local area and many villages in Bedfordshire and across the country are developing plans. **Without a neighbourhood plan the Borough Council will choose the sites and the number of new houses. They will be free to allow more sites in Turvey and build many more than the 50 houses in our plan.**

Turvey's Neighbourhood Plan also puts in place policies to protect the village in other areas. To find out more, the full plan, further guidance and answers to frequently asked questions can be found on the website <http://turveyndp.org.uk/>

Questions can also be emailed to the address below and will be responded to without delay:

turveyneighbourhoodplan@btinternet.com

Turvey Neighbourhood Plan Steering Group

August 2020