

East Leake Parish Council
Neighbourhood Plan Project Team
Terms of Reference and Membership

Purpose

The Neighbourhood Plan Project Team will take forward the production, through to examination and referendum, of the East Leake Neighbourhood Plan, ensuring that relevant consultation takes place so that the plan accurately represents the views of the residents and other stakeholders.

Relationship with Other Groups

The Steering Group for the Neighbourhood Planning process will be the Management Committee of East Leake Parish Council, which will oversee the process at a strategic level, receiving regular reports from the Project Team and referring key decisions to full meetings of the East Leake Parish Council as appropriate.

The Project Team will work closely with the East Leake Community Plan Group, to ensure that the two plans align in their areas of overlap. The Community Plan group has wide representation among relevant local stakeholders, and these groups will be engaged in the Neighbourhood Planning process via this route. The results of consultation exercises undertaken by the Community Plan Group will form a key part of the evidence used to develop the Neighbourhood Plan, but the Project Team will use additional consultation mechanisms specific to its remit.

Membership and Roles

Chair	Chairs meetings, liaison with ELPC Management Committee. A member or officer of ELPC Management Committee	Cllr Conrad Oatey
Secretary	Convenes and minutes meetings	Cllr Carys Thomas
Project Manager	Creates, monitors and maintains project plan (schedule), undertakes agreed actions	Cllr Carys Thomas
RBC representative	Advises on process, content, and alignment with RBC planning policy. Accesses RBC planning information etc as required.	Phil Marshall
NCC representative	Advises on process and content, and alignment with NCC policies.	Cllr(NCC) Andrew Brown Neil Bettison
ELCPG representative	Liaises with ELCPG, and acts as a link between the two processes	Gary Grayston
6-10 Project Team members (N.B. one to become secretary)	Use their individual skills and experiences to undertake various aspects of project work. Drawn from Parish Councillors, residents, business owners in East Leake, local landowners etc, these individuals will provide different perspectives to the work but are not representatives as such.	Fred Briggs (resident) John Dickens (resident) Matthew Kemp (resident) Jenny Kirkwood (RCAN) Julie Love (resident) Chris Saffell (resident) Cllr John Thurman Cllr Pete Warren
Parish Clerk	(ex officio) ensure relevant Council procedures and policies are followed, and monitor project budget	Lesley Bancroft
Planning Aid England	Direct support contact to advise and assist	Clive Keble