

Terms of Reference
Approved December 2013

Blandford + which consists of Blandford Forum Town Council, Blandford St Mary, and Bryanston Parish Council, and the DT11 Community Partnership

1. Meeting requirements:
 - a. Agendas for meetings will be published 7 calendar days before the date of the meeting;
 - b. Draft minutes of meetings will be distributed 7 calendar days before the next meeting and will be confirmed at that meeting;
 - c. Meetings will usually take place every third Thursday of the month;
 - d. The Chairman of the group is Councillor Sara Loch;
 - e. Blandford Forum Town Council will be the lead organisation.
2. Meetings are public meetings and anyone can attend. It is expected that a representative from each organisation as the qualifying body will attend.
3. The qualifying body¹ carries the right to veto any proposal in their parish and has the right to a vote.
4. Blandford Forum Town Council will be in charge of carrying out administration for the group. Any pre-agreed costs incurred while carrying out such work will be distributed across councils worked out as a percentage based on the difference in population.
5. Each representative on the qualifying body will report back to each of their respective organisations and approval will be sought from their councils to carry out the proposed actions agreed at the meeting. Minutes of the meeting will be circulated to each member of Blandford +.
6. Steps/stages anticipated to be followed by group:
 - a. Contact NDDC with a view to submit a map of the neighbourhood area, together with the required statements to accompany an application for designation of a neighbourhood area;
 - b. Carry out community consultation to identify whether a neighbourhood plan is wanted, and help define issues and aims for the plan;

¹ As per 61F of the Town and Country Planning Act 1990 this is just the town and parish councils

- c. Build knowledge and the evidence base required. DT11 Community Partnership to assist in gathering information;
 - d. Writing the neighbourhood plan. Content approved:
 - Vision and Aims;
 - Planning Policies;
 - Site Allocations;
 - Community Proposals;
 - Community Needs;
 - Infrastructure Requirements.
 - e. Carry out a pre-submission consultation to gather community views;
 - f. Carry out amendments, if any, following pre-submission consultation;
 - g. Submit the final neighbourhood plan to NDDC;
 - h. If the plan is found to be satisfactory, the Local Authority must arrange a referendum. Neighbourhood Plan adopted based on outcome of referendum.
7. The group will invite other organisations or professionals who can offer expertise to meetings, should this be required. Any pre-agreed costs incurred while carrying out such work will be distributed across councils worked out as a percentage based on the difference in population.
 8. The representatives for the group will be responsible for communicating messages it deems appropriate to their constituents, community and organisations and promoting interest in its work.
 9. A copy of the Minutes proving each respective organisation's agreement to the Terms of Reference and accompanying Appendices will be provided to Blandford Forum Town Council as the lead organisation to distribute.
 10. A copy of the Minutes proving each respective organisation's agreement to any submissions/actions will be provided to Blandford Forum Town Council as the lead organisation to distribute.
 11. Once the Neighbourhood Plan is adopted, these terms of reference will be revised.