

Memorandum of Understanding

1. Introduction

Both Collingham and East Keswick Parish Councils have resolved that they will produce Neighbourhood Plans. The two parishes border each other and a small area of development in East Keswick Parish is physically linked to Collingham rather than East Keswick. Both parishes have agreed that the boundary for Neighbourhood Planning purposes should remain as the Parish Boundary and applications for area designation will be made accordingly. Both Parish Councils are also aware that it is vital to the whole Neighbourhood Planning process that they work together and cooperate with their neighbouring parishes and town council. It is however recognised that the relationship with East Keswick is particularly important and hence a joint decision has been made to prepare and work in accordance with these terms of reference.

2. Overall Aim

Both communities wish to identify and record policies and plans that would help to create a better environment over the coming 15 years and beyond. Steering Groups have been established to identify issues and solutions and record them in their Neighbourhood Plans. The Steering Groups will work together with support from their Parish Councillors to ensure that all resulting policies and plans are acceptable to both communities. This will be achieved by both groups adopting the following Terms of Reference.

3. Terms of Reference

3.1. Membership of a Steering Group

The Steering Group will be formed primarily from local volunteers who reside or work in the appropriate village. Member will declare any prejudicial interest with the exception of their permanent address relevant to both Collingham and East Keswick. Members will declare any prejudicial interest relevant to both Collingham and East Keswick with the exception of their permanent address.

All Steering Group members must cooperate with their opposite members and will consider holistically the impact their plans are having on both parishes and the surrounding area beyond.

3.2. Nominated Representative

The Nominated Representative for Collingham will be Julian Holmes

The Nominated Representative for East Keswick will be

3.3. Attendance at Meetings

Collingham and East Keswick Neighbourhood Plans, Memorandum of Understanding for Cooperative Working

Both Steering Groups will hold regular meetings and subgroups may be appointed to consider specific issues. These meetings shall be open to representatives from Collingham and East Keswick.

In order to confirm the need for attendance, meeting agenda will be distributed to Nominated Representatives around one week in advance of the meeting. This will also include circulation of any papers relevant to the meeting.

Representation at the meeting may be made in person or by correspondence including email.

All attendees at a meeting must treat other members of the Group with respect and dignity, allowing Members to express their views without prejudice and interruption. Any decisions taken at the meeting will be carried forward if the majority (more than 50%) is in favour.

Attendees from outside the Steering Group may ask for a decision to be adjourned subject to further consultation with their own members.

There may be items on the agenda which steering group members are not yet comfortable sharing with an external audience. These may include items related to finance or sensitive communications with the public. These will be discussed at the end of meetings and attendees from outside the Steering group may be asked to leave.

3.4. Minutes of Meetings

All meetings shall be minuted.

Minutes shall be shared electronically with all attendees and with the Nominated Representatives.

It is anticipated that each Group will have a database of interested parties. The Nominated Representative will decide which minutes to distribute to this wider audience.

3.5. Communication with Parish Councils

It is envisaged that regular reports will be prepared to up date Parish Councillors and seek their approval of decisions made. These reports and Parish Council decisions will be shared with the Nominated Representatives.

3.6. Communication with the Wider Community

Both Steering Groups will arrange letter drops, articles in Parish Magazines etc. in support of their Plans to keep residents fully informed of progress. The content of these communications will be shared and agreed with the Nominated Representative in advance.

3.7. Procedure for Joint Meetings

Both Collingham and East Keswick are members of the Project Board 2. This Board has been arranged to encourage cooperation between the Parishes and Town Council of Outer North East Leeds. The Project Board meeting has its own Terms of Reference.

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From time to time it may be necessary for Collingham and East Keswick to hold joint meetings. This may also include our neighbours from for example Bardsey. The Project Board 2 Terms of Reference shall be followed throughout these meetings with the following amendments:

- Before the meeting starts the attendees shall agree whether a quorum has been formed.
- The meeting shall agree the chairman.
- The meeting shall agree responsibility for producing minutes.
- Should there need to be a vote on any particular issue then each representative party will be given one vote. The Chairman will not have a casting vote.

3.8. Dispute Procedure.

In the event that either group is unhappy with the plans, policies or direction the other is following then a meeting shall be called to focus on the grievance and seek a mutually acceptable solution. Should this not be achieved at the first meeting then independent support will be requested to resolve the issue.

Independent support may come from Ian Mackay and his team, our Ward Councillors or any other relevant professional agreed upon by both parties.

Should either party have a grievance with how these Terms of Reference are being applied then this should be communicated with the opposite Clerk of the Parish Council who will investigate and implement action accordingly. Action may include for example asking one of our Ward Councillors to mediate.

The Terms of Reference will be reviewed throughout the project and amended as required.