

Terms of Reference Knowle Neighbourhood Planning Group (KNPG)

KNPG was established in July 2019.

Its terms of reference were further reviewed, amended and agreed in February 2022 within a wider governance review.

1. Aims:

The Knowle Neighbourhood Planning Group (KNPG) consists of local residents with the following aims:

- (I) To preserve and enhance the character of our area regarding, housing, green space, and amenities (including services and shopping)
- (ii) To raise awareness of developments and encourage maximum participation of residents in the future of the area
- (iii) To provide advice to local groups regarding the above
- (iv) To co-ordinate local responses to planning policy, and proposed developments
- (v) To provide training opportunities and information to local groups on how to become involved
- (vi) To ensure that local views are communicated to developers at the earliest opportunity
- (vii) To work with developers and planners to achieve the best outcomes for Knowle

2. Approach:

Knowle Neighbourhood Planning Group is an independent community group made up of local residents. It is independent of the City Council, the developers and is an apolitical group.

KNPG is a member of the Bristol Neighbourhood Planning Network.

The group will meet regularly, either setting dates in April for the following year or as and when needed. Meetings will generally be held every 4 weeks (except August and December) but may be more frequent if needed.

It may be necessary to hold ad-hoc meetings in response to developers, where possible this will involve no fewer than 2 members of the group to hear development proposals and inform developers of planning issues already agreed by the group. Feedback from such meetings will be discussed at the next scheduled meeting, and if necessary shared by email in the group.

KNPG will seek to represent the consensus view of the neighbourhood residents. If the group cannot provide a consensus view, they will share the range of views with planning officers and developers. The group will take into account issues identified in the Local Plan and other relevant documents.

3. Remit:

(I) KNPG will focus on development proposals that will have a significant impact, that are visible to the wider community, and that impact on the sustainability of our neighbourhood.

We do not normally comment on back garden extensions or on schemes which have a minor local impact.

(ii) We refer to the National, Regional and Local planning policies and guidance when compiling our comments.

(iii) When objecting, we give detailed reasons and at times suggest how proposals could be improved.

(iv) We support well-designed schemes that will enhance the neighbourhood.

(v) We meet developers before applications are made (pre-application stage) to help shape development for the better.

(vi) We get involved with shaping planning policy at consultation stage,

(vii) We use the local media to set out KNPG's view on planning issues and, when time scales allow, to report on major applications.

4. Definition of the area covered by the group:

The area covered is the Bristol Knowle ward.

NB: Part of Knowle ward falls within the Knowle West Regeneration Framework area. Where an issue falls within the KWRF area, the lead will be the Knowle West Residents Regeneration Group (KNRRPG). The KNPG will liaise and co-ordinate with KNRRPG on such cases, (eg) the Park and new Secondary School at Daventry Road.

5. Membership:

(i) All residents in Knowle and those with an active interest in the area may join KNPG. Members must provide their email address or join the KNPG Facebook site to be informed.

(ii) Public and community meetings will be advertised widely through email, social media and posters and will be open to all KNPG members. KNPG will also open their meetings or to other locally interested residents if they wish to attend but reserves the right to refuse entry to non-members if it wishes.

(iii) A Core Group of Members will organise the day-to-day activity of KNPG. They will either be self-nominated or co-opted by members of the group. They will work as a team to achieve KNPGs aims.

(iv) KNPG Core Group members will disclose any conflict of interest and the group will note it day-to-day, and agree how it will be managed as appropriate.

KNPG members will not benefit financially or in any other way from being a member.

(v) While membership is open to those without internet access, they will need to make the additional effort necessary to access necessary planning and development information.

(vi) KNPG Core Group Membership will be no less than 3 members. If the numbers fall below 3 then the Group cannot give opinions based solely on their judgement. The core group will work on the basis of consensus.

(vii) Members of the group agree to work together to achieve the aims of the group and to consider the wider interests of the community that the group covers over their own personal interests.

6. Officer or Roles:

(i) The Core Group will meet and in its larger, formal meetings there will be a named Chair and note taker for each meeting.

The Core Group may choose to have a named Chair and Secretary if it wishes – and if a Chair or Secretary are unable to attend a meeting then temporary replacements can be appointed.

New members will be welcomed and discussion will be balanced and all present will have a chance to speak and keeping meetings to time.

(ii) There will be a named point of contact for the group externally to developers, the Bristol Neighbourhood Planning Network and others who may wish to contact the group.

(iii) There will be named spokesperson(s) in any publicity generated in the work KNPG does.

(iv) Any wider or public KNPG member meetings will have a clear Chair, attendance will be registered and records kept.

(iv) The Core Group may also wish to appoint sub groups or other roles including those covering:

- i.** Developer & Planner Liaison
- ii.** Planning Policy
- iii.** Stakeholder Liaison
- iv.** Grants and Funding
- v.** Social & Online Media
- vi.** GDPR & Privacy Policy
- vii.** Treasurer/Fund Raising
- viii.** Public awareness and Media.

And any other role it thinks necessary.

These roles may be shared within the core group with one person may cover more than one area.

They may also form the basis of sub groups or working groups who report back to the core group for sign off of activity and publications. This will be most appropriate when working on a detailed set of developer plans and in use for consideration of the redevelopment of the Broadwalk Shopping Centre site in 2022 and onwards.

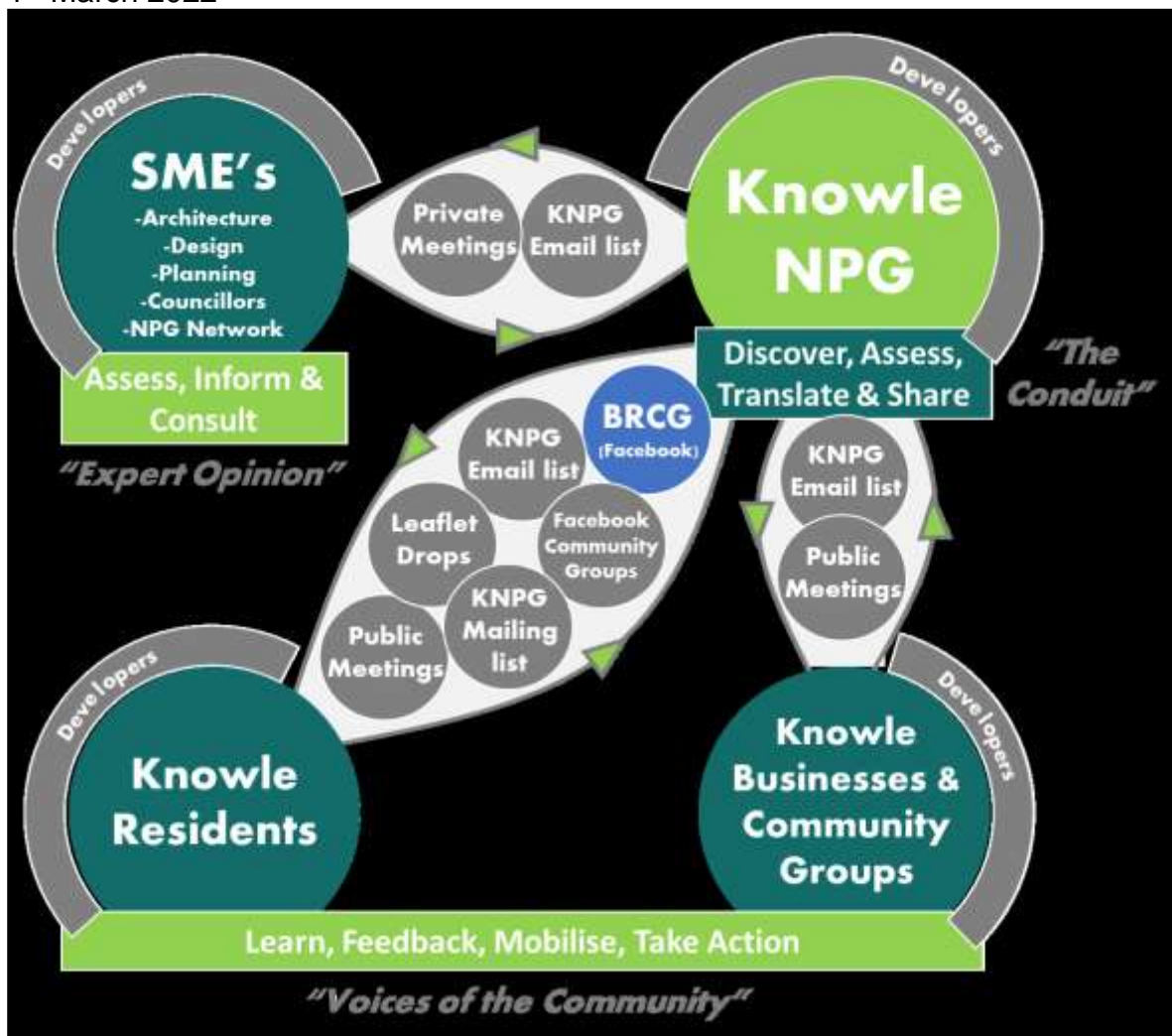
7. Changes to this Terms of Reference:

Any changes to the terms of reference should be brought for comment and voting to a core group meeting with 21 days’ notice, stating the change proposed. A majority of at least 2/3 of those present and voting is required to make a change.

8. Closing Down the Group:

Any proposal to close down the Group must be brought to the vote at a core group meeting to which all members have been invited with at least 21 days’ notice stating that closure is proposed. A majority of at least 2/3 of those present and voting is required to close down the group. The wider group of KNPG members will be informed in advance that this is proposed and be given the opportunity to attend the meeting to agree or change the decision.

1st March 2022



FOR INFORMATION NAMED LEAD KNPG CONTACTS 2022/23

Developer & Planner Liaison - Michele Tedder

Planning Policy - Laura Chapman and Sharon Davies

Stakeholder Liaison – Jane Britton, Avril Baker, Michele Tedder

Fund Raising & Finance – Judy Cottrell, Michele Tedder

Social & Online Media/Publicity and Public Awareness – Laura Chapman, Helen Evans

Formal Responses to Plans – Laura Chapman, Jane Britton (plus many others)

Website – Judy Cottrell

Role of Chair 2022/23 – Played by Helen Evans, Natasha Clarke, Jane Britton

Role of Secretary 2022/23 – Played by Michele Tedder