

NEIGHBOURHOOD PLAN ADVISORY GROUP

TERMS OF REFERENCE

ROLE

The Neighbourhood Plan Advisory Group is a Working Group of the Council. The aim of the Group is to prepare and develop a Neighbourhood Plan for the parish of Drayton. The Group will set out policies and proposals that seek to address the community's aspirations for the area and make recommendations to Council for approval.

RESPONSIBILITIES

1. To act in accordance with the adopted Scheme of Delegation for all Working Groups of Drayton Parish Council.
2. To agree a brief for commissioning a consultant, describing the Council's needs and expectations and the work that is to be carried out by the consultant.
3. To agree the tendering process for commissioning a consultant, if any.
4. To recommend appointment of a Neighbourhood Plan Consultant for approval by Council
5. To work with the Neighbourhood Plan Consultant to set out a project timetable including key timeframes, milestones and budget.
6. To plan, manage and monitor expenditure incurred in the preparation of the plan
7. To seek appropriate funding opportunities to meet the costs of developing the Plan and apply to external funding opportunities as required.
8. To engage and conduct consultation with residents, partners and key stakeholders from the local community as necessary and analyse the evidence gathered to inform the development of the Neighbourhood Plan
9. To promote engagement with the plan, including a referendum, if necessary
10. To liaise with relevant authorities such as Broadland Council Planning Policy Team to ensure that the Neighbourhood Plan meets the balance of local opinion and meets the Basic Conditions as set out in planning law
11. To have regard to all relevant existing plans and evidence available during the plan-making process

MEMBERSHIP & TERM OF OFFICE

The membership of the Group will normally comprise a maximum of 8 members of Council and up to 6 Community Members living, working or operating a business in Drayton.

Membership shall be appointed by resolution of the Council and shall be reviewed annually at it's first meeting of the year.

The Working Group Chair shall be a Council Member and appointed by it's members as the first item of business at its first meeting.

Members of the public who have specific knowledge, expertise and/or experience on the subject may be invited as attendees to assist the Group.

The Group shall continue until such a time as its existence is deemed unnecessary by resolution of the Council.

QUORUM

The quorum necessary for the transaction of business is 5 members of the Group, to include a minimum of 3 Council members.

MEETINGS

The Group will arrange its own meetings and schedule of work, as determined by its members and meet at least once every 12 months. Meetings may be held remotely as necessary.

Decisions on recommendations shall be determined by a majority of votes of the Working Group members present and voting. In the case of equality of votes, the Chair shall have a casting vote.

PUBLIC PARTICIPATION

The Group does not meet in public.

MINUTES & REPORTING

The Group may take notes and record actions and outcomes as necessary. All recommendations must be made in writing and presented to Council for consideration.

GROUP CLERK

The Clerk to the Neighbourhood Plan Advisory Group is normally the Clerk to the Council.

REVIEW

The Council is tasked to conduct an annual review of its Working Groups at its first meeting of the year to ensure they remain necessary and fit for purpose.

Terms of Reference reviewed and adopted by Council on **11th April 2024**.